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REGISTRATION START DATES

APRIL 3	August 2017 Graduation Candidates
APRIL 3-4	Seniors (begins at noon on April 3)
APRIL 5	Graduate students, Credentials, Juniors and 2nd Bachelors
APRIL 6	Sophomores, Freshmen and Postbaccalaureate Undeclared
APRIL 7	All CSUF students

Please see page 2 for Calendar of Dates and Deadlines

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SUMMER SESSION 2017 CALENDAR OF IMPORTANT DATES AND DEADLINES

TITAN Registration

April 3: August 2017 Graduation Candidates

April 3-4: Seniors (begin at noon on April 3)

April 5: Graduate students, Credentials, Juniors & 2nd Bachelors

April 6: Sophomores, Freshmen & Postbaccalaureate Undeclared

April 7-Session Deadline (see below): All CSUF students

Deadlines listed below are for Sessions A, B, C, D or E only.

For non-standard length course deadlines in other sessions, contact the Registration Helpline at (657) 278-7601.

	A	B	C	D	E
SESSION DATES	May 30 - June 30 (5 weeks)	July 3 - Aug 4 (5 weeks)	June 26 - Aug 4 (6 weeks)	May 30 - July 21 (8 weeks)	May 30 - Aug 4 (10 weeks)
Last day students can add themselves to waitlists.	May 25	May 25	May 25	May 25	May 25
Last night students will be enrolled from waitlists.	May 25	May 25	May 25	May 25	May 25
TITAN ONLINE AVAILABLE FOR DROPPING AND ADDING -Last day to register or add without an electronic permit. -Last day to register without a late fee.	May 29	July 2	June 25	May 29	May 29
TITAN ONLINE AVAILABLE FOR DROPPING AND ADDING -Last day to add. (The department must issue an electronic permit to add). -Last day to register with a late fee. (The department must issue an electronic permit to register). -Last day to drop a class without a "W". -Last day to change grade option.	June 2	July 10	July 3	June 6	June 8
TITAN ONLINE <u>NOT</u> AVAILABLE -Last day to withdraw with a grade of "W". (Post-census withdrawal petition required.)	June 23	July 28	July 28	July 11	July 21
GRADES DUE	July 7	August 11	August 11	July 28	August 11

HOLIDAYS

Memorial Day - The campus will be closed Monday, May 29 - no classes.

Independence Day - The campus will be closed Tuesday July 4 - no classes.

REFUNDS

Please go to sfs.fullerton.edu/refunds to review the refund policies.

Refunds are pro-rated based on a decreasing basis through 60% of the session. If enrolled in multiple sessions, the 60% will be based on the total time the student attends the summer term. (Note: This is for students who withdraw from all courses during the term).

Although this registration guide was prepared on the basis of the best information available at the time, all information is subject to change without notice or obligation. This university does not guarantee the availability of a particular course or section. Enrollment is permitted only until the maximum number of students in a section have been enrolled.

ALL DISCRIMINATION/HARASSMENT/TITLE IX/ ADA COMPLAINTS

Inquiries concerning compliance with the Discrimination, Harassment and Retaliation, Sexual Harassment Policy (p.9), and Title IX (p.11) should be directed to: Human Resources, Diversity and Inclusion (CP-700), (657) 278-2425. Inquiries related to Title IX should be directed to Title IX and Gender Equity, (LH-809), (657) 278-2121. Inquiries related to the ADA should be directed to the Director, Disability Support Services, CSUF, (UH-101),

(657) 278-3117, TDD (657) 278-2786, fullerton.edu/dss (student referrals and complaints related to Section 504 of the Rehabilitation Act of 1973); or U.S Department of Education, Office for Civil Rights, San Francisco, Office, 50 Beale Street, Suite 7200, San Francisco, CA 94105, 415-486-5555, Fax 415-486-5570, TDD 877-521-2172, E-mail: ocr.sanfrancisco.ed.gov, ed.gov/ocs.

Copies of the above policies are available in the offices of the President (CP-1000), Provost/Vice President for Academic Affairs (CP-1000), Vice President for Student Affairs (LH-805), and Vice President for Human Resources, Diversity and Inclusion (CP-700) as well as Disability Support Services (UH-101), University Police (UPD-139), College Deans, Office of Student Life (TSU- 247), Titan Athletics (Titan House), University Library Reference Desk (PLN) and WoMen's Center (UH-205).

CONFIDENTIALITY AND YOUR STUDENT INFORMATION

There have been significant changes to the Family Educational Rights and Privacy Act (FERPA) regarding students' rights with respect to their educational records. Please refer to page 12 for FERPA information.

REPEAT POLICY

Beginning with the Fall 2009 semester there were changes to the repetition of course policy and the withdrawal policy. For further details, please refer to the following web page fullerton.edu/admissions (under "Resources" click Frequently Asked Questions).

GRADUATE STUDIES

Cal State Fullerton offers outstanding opportunities for students to pursue a graduate degree. CSUF offers graduate degrees, including two doctoral programs, as well as nine programs entirely online. Please visit fullerton.edu/graduate for more information and a list of programs.

UNDERGRADUATE ACADEMIC ADVISEMENT

The university encourages all students to seek advisement each semester, well in advance of registration. Advisers in each major department and in the Academic Advisement Center (UH-123B) assist students in making appropriate course selections and in planning a course of study. Students have the responsibility for taking advantage of opportunities for academic advisement provided by the various university offices and programs.

GENERAL EDUCATION ADVISEMENT

Academic Advisement is the academic home of the undeclared student. All undergraduate students may obtain information about the CSUF general education curriculum and degree requirements by visiting the Academic Advisement Center in (UH-123B). Advising is offered on a walk-in basis Monday through Friday and all students must bring a recent printed copy of their Titan Degree Audit (TDA) to meet with an academic adviser. Find the locations and hours of the AAC and all other advising resources at success.fullerton.edu. Click on "Student Success Teams."

MAJOR ADVISEMENT

Students who have declared a major should consult their departmental adviser well in advance of registration. Students who wish to explore the majors offered by a specific college should contact the appropriate advisement office.



Graduate on Time Take a Winter Session Class

- Stay on track for graduation
- Get a head start on the spring semester
- Complete a hard-to-get class
- Many online and GE classes

Winter Session 2018 will consist of 2 sessions of classes:

Session A	December 16 to January 19	5 weeks
Session B	January 2 to January 19	3 weeks



For the latest information, visit winter.fullerton.edu

California State University, Fullerton

COLLEGE ADVISEMENT OFFICES

(657)

College of the Arts

Dale Merrill, Dean	VA-199	278-3256
Dr. Arnold Holland, Associate Dean	VA-199	278-3256
Ms. Maricela Alvarado, Assistant Dean	VA-199	278-3255

Mihaylo College of Business and Economics

Dr. Morteza Rahmatian, Interim Dean		
Business Advising Center	SGMH-1201	278-2211
Dr. Jenny Zhang, Associate Dean for Academic Programs and Student Success . .	SGMH-3100	278-4652
Vacant, Dean of Faculty & Staff Affairs and Graduate Programs	SGMH-3100	278-4652
Diane Mazzezy, Interim Assistant Dean, Academic Services	SGMH-1201	278-2417
Emeline Yong, Assistant Dean, Student Affairs . .	SGMH-1507	278-4577

College of Communications

Office of the Dean	CP-450	278-7083
Dr. Scott Paynton, Dean		
Doug Swanson, Associate Dean		
Office of the Assistant Dean, Student Affairs	CP-450	278-7083

College of Education

Dr. Lisa Kirtman, Dean	CP-500	278-3411
Vacant, Associate Dean	CP-500	278-3411
Vacant, Assistant Dean, Student Affairs	CP-500	278-3411
Ms. Aimee Nelson, Director, Center for Careers in Teaching	EC-379	278-7130

College of Engineering and Computer Science

Dr. Susamma Barua, Interim Dean		
Office of the Associate Dean	CS-503	278-7161
Dr. Sang June Oh, Interim Associate Dean		
Office of the Assistant Dean	CS-206	
Carlos Santana, Assistant Dean, Student Affairs	CS-206A	278-4407
Lillybeth Sasis, Assistant Dean, International Programs & Global Engagement	CS-206B	278-4881

College of Health and Human Development

Laurie Roades, Dean		
Department of Child and Adolescent Studies	EC-503	278-8458
Department of Kinesiology Advising Center	KHS-161B	278-4757
Dr. Cindy Greenberg, Interim Associate Dean . . .	EC-624	278-4763
Department of Health Science Advising Center . .	KHS-251	278-7995
Office of the Assistant Dean, Student Affairs	EC-606	278-4471

College of Humanities and Social Sciences

Office of the Dean	H-211	278-3528
Dr. Sheryl Fontaine, Dean		
Paul Levesque, Associate Dean of Faculty and Staff Relations	H-211	278-3528
Lynn Sargeant, Associate Dean of Student Relations	H-211	278-3528
David McKenzie, Assistant Dean, Student Affairs	H-211	278-2969

College of Natural Sciences and Mathematics

Dr. Marie Johnson, Interim Dean		
Dr. Mark Filowitz, Associate Dean		
Office of Assistant Dean	MH-488	278-3504

Irvine Campus

Administrative Center	IRVC 100A	278-1600
Student Success Center	IRVC 115	278-1650
Dr. Stephan Walk, Interim AVP	IRVC 126	278-1605
Dana Roson, Assistant Dean	IRVC 117	278-1658
Marsha Daughetee, Assistant Dean, Academic Programs	IRVC 114	278-1655

fullerton.edu/irvinecampus

Open University (Students not admitted to CSUF)

Suzanne Batista, Open University Advisor	UH-123A	278-4280
Margaret Luzzi, Open University Advisor	CP-100	278-7644

ou.fullerton.edu

Undeclared Majors

Academic Advisement Center	UH-123B	278-3606
Undeclared Student Resource Center	UH-124	278-4087

fullerton.edu/aac

LET OTHERS KNOW SMOKING IS NOT PERMITTED ON CAMPUS

Be an Advocate for Fresh Air

Ask Smokers To Kindly Put Their Cigarettes
Out & Deposit Them In The Trash



SMOKE-FREE FULLERTON.EDU



GRADUATE PROGRAM ADVISER LIST

(657) 278-

ACCOUNTANCY - M.S.		
Dr. Wei Jiang	SGMH-4210	.8653
Contact: Diane Mazzey		.3173
Admissions: Kellee Carter		.8237
AMERICAN STUDIES - M.A.		
Dr. Adam Goulb	UH-415	.5899
ANTHROPOLOGY - M.A.		
Dr. Carl Wendt	MH-061	.5764
Dr. Barbra Erickson	MH-426	.5697
Dr. John Patton	MH-426K	.5763
ART - M.A., M.F.A.		
Prof. Christina Smith	VA-144A	.7633
Contact: Laura Garcia	VA-102A	.7753
BIOLOGY - M.S.		
Dr. Paul Stapp	MH-282	.3614
Contact: Karen Lau		
BUSINESS ADMINISTRATION - M.B.A.		
Dr. Shaun Pichler	SGMH-4210	.4255
Contact: Diane Mazzey		.3173
Admissions: Kellee Carter		.8237
CHEMISTRY - M.S.		
Dr. Zhuangjie Li	MH-580	.3621
CIVIL ENGINEERING - M.S.		
Dr. Binod Tiwari	E-419	.3968
Contact: Jennifer Chang		.4268
COMMUNICATIONS - M.A.		
Dr. Carlos Ames	CP-400	.8306
Contact: Lauren Ho		.3518
COMMUNICATION STUDIES, M.A.		
Dr. Summer Martin	CP-420-23	.4197
COMMUNICATIVE DISORDERS - M.A.		
Dr. Ying-Chiao Tsao	CP-420	.3617
COMPUTER ENGINEERING - M.S.		
Dr. Pradeep Nair	E-207	.3375
COMPUTER SCIENCE - M.S.		
Dr. Shawn X Wang	CS-522C	.7258
Contact: Sandra Boulanger		
COUNSELING - M.S.		
Dr. David Shepard	CS-522C	.3327
Contact: Ginamarie Scherzi	EC-429	.3042
CREDENTIALS (MAIN OFFICE CP-740)		
<i>Multiple Subject Credential</i>		
Dr. Jennifer Ponder / Jacque Russell	EC-327	.3205/ 4287
<i>Single Subject Credential</i>		
Dr. Kristen Shand	CP-600-8	.2974
<i>Special Education Credential</i>		
Lori Sadler	CP-540	.3205
ECONOMICS - M.A.		
Dr. Sherif Khalifa	SGMH-3369	.3756
Admissions: Kellee Carter		.8237
EDUCATION - M.S.		
<i>Elementary Curriculum and Instruction, Bilingual-Bicultural (Spanish-English), and Educational Technology</i>		
Dr. Tim Green	EC-324	.4731
Contact: Heather Terry		
<i>Educational Administration</i>		
Dr. Maria Estela Zarate	CP-520-01	.4023
<i>Higher Education</i>		
Dr. Rebecca Gutierrez Keeton	CP-520	.4542
Contact: Raquel Pina-Holmstrom	CP-520	.2591
<i>Literacy & Reading</i>		
Dr. Rosario Ordoñez-Jasis	CP-570-32	.3497
Contact: Patricia Park	CP-570-02	.3494
<i>Secondary Education</i>		
Dr. Chris Street	CP-600-24	.5905
<i>Special Education</i>		
Dr. Adrian Woo Jung	CP-570-09	.4106
Contact: Lisa Alexander	CP-540	.4196
EDUCATIONAL LEADERSHIP - ED.D.		
<i>Prek-12 Leadership</i>		
Dr. John Hoffman	CP-520-09	.5871
<i>Community College</i>		
Dr. Dawn Person	CP-520-16	.5605
ELECTRICAL ENGINEERING - M.S.		
Dr. David Cheng	E-407	.3724
Contact: Stephanie Wilson	E-100A	.3017
ENGLISH - M.A.		
Dr. Chris Westgate	UH-436	.3163
ENVIRONMENTAL ENGINEERING M.S. (ONLINE)		
Dr. Jeff Kuo	E-219	.3012
Contact: Jennifer Chang		.4268
ENVIRONMENTAL STUDIES - M.S.		
Dr. Andrea Patterson	H-223A	.7332
GEOGRAPHY - M.A.		
Dr. Jonathan Taylor	H-429D	.3161
GEOLOGY M.S.		
Dr. Matthew Kirby	MH-254	.2158
GERONTOLOGY - M.S.		
Professor Karen Wong	RGC-008	.7057
HISTORY - M.A.		
Dr. Robert Mclain	H-825K	.7196
Dr. Alison Varzally	H-810H	.4339
INFORMATION SYSTEM - M.S.		
Dr. Daniel Soper	SGMH-4210	.3173
Contact: Diane Mazzey		.8237
Admissions: Kellee Carter		
INFORMATION TECHNOLOGY - M.S. (ONLINE)		
Dr. Pramod Pandya	SGMH-4210	.3173
Contact: Diane Mazzey		.8237
Admissions: Kellee Carter		
INSTRUCTIONAL DESIGN TECHNOLOGY - M.S. (ONLINE)		
Dr. Cynthia Gautreau	CP-570-33	.2842
Contact: Patricia Park	CP-570-02	.3497
KINESIOLOGY M.S.		
Dr. Traci Statler	KHS-139	.8554
LINGUISTICS - M.A.		
Dr. Patricia Schneider-Zioga	UH-422	.3479
MATHEMATICS - M.A.		
Dr. Charles H. Lee (Applied)	MH-182E	.2726
Contact: Renee Bennett	MH-154	.4399
Dr. Armando Martinez-Cruz (Teaching)	MH-380B	.4685
Contact: Renee Bennett	MH-154	.4399
MECHANICAL ENGINEERING - M.S.		
Dr. Chean Chin Ngo	E-100G	.3014
Contact: Charlotte Sanchez	E-100	.4267
MUSIC - M.A., M.S.		
Dr. John Koegel	PA-220	.7685
NURSING - M.S., D.N.P.		
Dr. Penny Weismuller	EC-190	.3336
Contact: Jennifer Crum (M.S.)		
Contact: Sarah Douville (D.N.P.)		
PHYSICS - M.S.		
Dr. Ionel Tifrea	MH-610	.3366
POLITICAL SCIENCE - M.A.		
Dr. Sarah Hill	UH-541	.2504
PSYCHOLOGY - M.A., M.S.		
Dr. Melinda Blackman (M.A.)	H-810-E	.3569
Dr. Jack Mearns (M.S.)	H-725-B	.5904
Contact: Linda Pabon	H-830-M	.3845
PUBLIC ADMINISTRATION - M.P.A.		
Dr. Shelley Arsneault	UH-535	.2456
Admissions: Myungjung Kwon		
PUBLIC HEALTH - M.P.H.		
Dr. Jasmeet Gill	KHS-121	.3316
SCIENCE M.A.T		
Dr. Monica Azimioara	MH-166	.5304
SCREENWRITING - M.F.A.		
Dr. Robert Engels	CP-650-18	.5796
SOCIAL WORK - M.S.W.		
Professor Duan Tran	EC-646	.2584
Admissions: Jeanie Weir	EC-207	.8452
SOCIOLOGY - M.A.		
Dr. Dana Collins	CP-915	.5420
SOFTWARE ENGINEERING - M.S. (ONLINE)		
Dr. James Choi	CS-522	.3700
Contact: Sandra Boulanger	CS-522B	.3119
SPANISH, M.A.		
Dr. Juan Ishikawa	H-820C	.4584
STATISTICS - M.S. (ONLINE OR IN-PERSON)		
Dr. Mori Jamshidian	MH-182 I	.2398
TAXATION - M.S.		
Dr. Betty Chavis	SGMH-4210	.3173
Contact: Diane Mazzey		.8237
Admissions: Kellee Carter		
TESOL, M.S.		
Dr. Janet Eyring	H-835F	.2577
THEATRE ARTS - M.F.A.		
Prof. David Nevell	CPAC-130A	.4782

ACADEMIC AND ADMINISTRATIVE INFORMATION

ACADEMIC DISHONESTY

Academic dishonesty includes such things as cheating, inventing false information or citations, plagiarism, and helping someone else commit an act of academic dishonesty. It usually involves an attempt by a student to show possession of a level of knowledge or skill which he or she does not possess.

The initial responsibility for detecting and dealing with academic dishonesty lies with the instructor concerned.

An instructor who is convinced by the evidence that a student is guilty of academic dishonesty shall:

1. Assign an appropriate academic penalty. This may range from an oral reprimand to an F in the course.
2. Report to the student involved, to the department chair, and to the vice president for Student Affairs the alleged incident of academic dishonesty, including relevant documentations for action that he or she deems appropriate.

The vice president for Student Affairs shall maintain an academic dishonesty file of all cases of academic dishonesty with the appropriate documentation. Students shall be informed when their names are inserted into the file and provided with copies of any appeals or disciplinary procedures in which they may become involved. The vice president for Student Affairs or his or her designees may initiate disciplinary proceedings under Title 5, California Code of Regulations, Section 41301, and Chancellor's Executive Order 148; when two or more incidents involving the same student occur, he or she shall do so.

A student may appeal any action taken on a charge of academic dishonesty under the University Policy Statement 300.030, "Academic Appeals." See "Academic Appeals" in the "Student Affairs" section of the catalog.

ACADEMIC FREEDOM AND RESPONSIBILITY

The Academic Senate of California State University, Fullerton, endorses the 2009 Statement on Professional Ethics (UPS 230.000) and the 1940 Statement of Principles and Interpretive Comments of the American Association of University Professors contained in the 1984 Edition of Policy Documents and Reports.

ASSISTANCE FOR STUDENTS

If you are experiencing difficulty either academically or in your personal life, you should consult support groups on campus that may be able to assist you. Personal counseling is available from Counseling and Psychological Services. If you are unsure of a career, you should consult with the Career Center for special career counseling and interest testing. Other support services include: the Office of the Vice President for Student Affairs, Academic Advisement Center, Academic Appeals, Dean of Students Office, Disabled Student Services, Financial Aid, International Education and Exchange, Student Health and Counseling Center, University Learning Center, WoMen's Center/Adult Re-entry/Veterans Certification Office, Writing Assistance Center and the Office of Admissions and Records.

AUDITING

The symbol AU identifies those instances where a student enrolled in a course for purposes not requiring credit. An auditor must have the permission of the instructor, and may enroll only after students otherwise eligible to enroll in the course for credit have done so. Auditors pay the same fees as credit students; regular class attendance is expected. Once enrolled as an auditor, a student may not change to credit after the last day to add classes. A student enrolled for credit may not change to audit after the deadline published on page 2 of this registration guide. An auditor does not take examinations in the course; therefore, there is no basis for evaluation nor a formal grade report.

BICYCLES AND SKATEBOARDS ON CAMPUS

The University's policy concerning the use of bicycles, skateboards and other forms of non-motor vehicle transportation is set forth in President's Directive #16. Please see directive16.fullerton.edu.

CAMPUS WIDE IDENTIFICATION NUMBER

Due to recent state laws concerning identity theft, Cal State Fullerton assigns all students a campus wide ID number (CWID). The CWID will be used in conjunction with the student's password to access the TITAN Online Student Center. All university records and accounts for the student will be identified with the CWID. Each student needs to become familiar with his or her CWID number to be used in conducting university business and making academic inquiries.

CLASS ATTENDANCE

While class attendance is not recorded officially by the university, regular attendance in class is often essential to success in a course. Policy on class attendance is within the discretion of the individual faculty member, who shall announce the policy at the first class meeting of the session.

It is especially important that students attend the first meeting of a class. Students absent from the first meeting without notification to the instructor or departmental office within twenty-four hours after class may be denied admission to the class. Instructors may deny admission to absentees to admit persons on waiting lists in their places. A student who registers for a class should attend all class meetings the first week (five class days). If a student decides not to continue enrollment in a class, either before or after instruction begins, **it is the student's responsibility to follow the appropriate procedures for dropping the class**; however, if a student is absent without notifying the instructor or departmental office within 24 hours after any meeting missed during the first week, the student may be dropped administratively from the class by the instructor. Students should not assume that this will be done for them and should take the responsibility to ensure that they have been dropped by following the appropriate procedures for dropping classes. An instructor may also administratively drop a student who does not meet prerequisites for the course. These administrative withdrawals shall be without penalty.

CLASS SCHEDULE

The Summer Session 2017 class schedule is available online in your Titan Online Student Center or at fullerton.edu/schedule. An explanation of the codes used in the online class listing is on page 22 of this registration guide.

CLOSED CLASSES

A departmental permit is required to add a closed class.

CONCURRENT ENROLLMENT

A student enrolled at the university may enroll concurrently for additional courses at another CSU campus only with advance written approval and by filing a concurrent enrollment form with the Office of Admissions and Records. Certain restrictions apply when a quarter-system campus is involved. Permission will not be granted when the study list in the proposed combined program exceeds units authorized for full-time study. Students may enroll concurrently at institutions outside the CSU system without special permission or forms.

CONTINUOUS ENROLLMENT - GRADUATE STUDENTS WITH MASTER'S DEGREE OBJECTIVES

A student with a graduate degree objective must maintain continuous enrollment (summer sessions and intersession excluded) until the degree is awarded.

A graduate student who finds it impossible to attend during a particular semester and is denied a formal leave of absence may register in Graduate Studies 700, which gives no units of credit and does not require class attendance. Registration in Graduate Studies 700 is restricted to classified or conditionally classified graduate students.

A graduate student who fails to register and who has not obtained approval for a formal leave of absence, has discontinued enrollment in the graduate degree program. If the student wishes to resume study, he or she must reapply for admission to the university and to the degree program.

End of Program Enrollment: students who have enrolled in all units required for the degree and are continuing to work on thesis, project or comprehensive exam preparation, are expected to maintain continuous enrollment by enrolling in GRAD 700 Continuous Enrollment (zero units) through regular registration or at a reduced fee through Extended Education. Students must be granted permission to enroll in GRAD 700 by their Program Adviser before Extended Education registration forms will be released. Enrollment information is available in the Graduate Studies Office (MH-112), from the departmental Graduate Program Adviser or on the Graduate Studies website. fullerton.edu/graduate

If you are unsure as to whether GRAD 700 applies to your situation, contact your Program Adviser.

CONTINUOUS ENROLLMENT OF TEACHING CREDENTIAL CANDIDATES

A postbaccalaureate student who has completed student teaching but must complete requirements for an elementary or secondary teaching credential and finds it impossible to enroll in courses for the credential during a certain semester may apply for a leave of absence.

COURSE OUTLINES

Course Outlines, which shall be compatible with approved course proposals on file in the Office of the Associate Vice President, Academic Programs, and with course descriptions in the University catalog, must be provided to students in writing within the first five days of instruction. Course outlines shall give detailed information on the following matters:

- 1) Course material to be covered (e.g., reading list);
- 2) The grading policy for the course;
- 3) Class assignments (e.g., term papers-length, due date, projects); and
- 4) Examination dates and make-up policy, and the required or permissible materials or equipment which may be used in testing situations;
- 5) Required or permissible materials and/or equipment, e.g., texts, materials, or equipment, including calculators, "software", artistic materials, scientific apparatus, etc.

It shall be a normal and reasonable duty of each faculty member to provide these materials, in accordance with the outlined provisions. The faculty member shall also provide these materials to the department chair.

DEGREE CANDIDATES

Candidates for the baccalaureate must file an application for a graduation check one year (two semesters) prior to the semester in which they anticipate completing all requirements for a degree. The form is available on your Student Center under "self service." Complete information and instructions about the entire graduation check process for undergraduates is available on the university website under "Graduation."

Candidates for January 2018 master's degrees must pay the graduation and diploma fee and file a request for a graduation check on or before the application deadline of September 9, 2017. The form to accomplish this is available on your student center under "self service."

A change in anticipated date of graduation may be reported by filing the necessary form with the Graduation Unit (LH-114) for undergraduate students, and with the Graduate Studies Office (MH-112) for graduate students.

FINAL EXAMINATIONS

During the summer sessions, the final is held on the last day of class or as noted on the course syllabus.

GRADE OPTIONS

The University uses a combination of traditional and nontraditional grading options as follows:

Traditional	Letter Grades: A+, A, A-, B+, B, B-, C+, C, C-, D+, D, D-, F
Nontraditional	CR - C (2.0) grade or better in undergraduate courses; B (3.0) or better in graduate courses NC - No credit

Students may indicate the grading option for each course when they register. They have until the deadline published on page 2 of this registration guide to change an option. **A letter grade (A+, A, A-, B+, B, B-, C+, C, C-, D+, D, D-, F) must be used by all undergraduate students for major, minor, and general education requirements. A letter grade (A+, A, A-, B+, B, B-, C+, C, C-, D+, D, D-, F) must be used by graduate students for all required courses.** Exceptions are those courses designated by the faculty to be graded Ltr Grd Only or CR/NC only.

Students should know that there is a limitation on the number of courses which can be taken with the nontraditional grading option. A maximum of 36 units of credit/no credit courses, including those transferred from other institutions, may be counted toward the baccalaureate. Only specific graduate courses are approved for CR/NC grading for the master's degree. A detailed description of the grading policy and definition of symbols used may be found in the current catalog.

ADVISORY CAUTION

Undergraduate students who plan to pursue graduate or professional studies later are advised to be selective in opting for courses on a credit/no credit basis. As a general rule (advisory only), coursework that is preparatory or prerequisite to advanced specialized study should be completed and evaluated on a letter grade basis and not credit/no credit.

INCOMPLETE AUTHORIZED (I)

The symbol "I" (Incomplete authorized) signifies that a portion of the required coursework for a class has not been completed and evaluated in the prescribed time period, due to unforeseen but fully justified reasons, and that there is still a possibility of earning credit. It is the responsibility of the student to bring pertinent information to the instructor and to determine from the instructor the remaining course requirements which must be satisfied to remove the Incomplete. A final grade is assigned when the work agreed upon has been completed and evaluated.

An Incomplete must be made up within one year following the end of the term during which it was assigned. This limitation prevails whether or not the student maintains continuous enrollment. Failure to complete the assigned work will result in an Incomplete being changed to an "IC" symbol or an "NC" unless the faculty member assigns a specific letter grade based on the work completed by the deadline. Therefore, "I" grades that were earned for the fall 2016 semester must be completed by January 3, 2018. "I" grades assigned at the end of the spring 2017 semester must be completed by May 25, 2018.

The "IC" symbol counts as a failing grade for grade point average and grade point balance computations.

A grade of incomplete may be given only when, in the opinion of the instructor, a student cannot complete a course during the semester of enrollment for reasons beyond the student's control. Such reasons are assumed to include: illness of the student or of members of the student's immediate family, extraordinary financial problems, loss of outside position, and other exigencies. In assigning a grade of 'I', the instructor shall file with the department, for future reference and student access, a Statement of Requirements for Completion of Course Work. **The requirements shall not include retaking the course.** The instructor will also designate a time limit (up to one year) for completing requirements. Upon request, a copy of the document will be furnished to the student. The student should review this statement at the earliest opportunity.

The statement of requirements will include an indication of the quality of the student's work to date. This not only provides an interim evaluation for the student but assists the department chair in assigning a final grade in those instances where the instructor is no longer available. When specific requirements are completed, the instructor will report a change of grade. The responsibility for changing the incomplete grade rests with the instructor.

INDEPENDENT STUDY

If you want to register in an independent study course, you must obtain written approval from the instructor and the department chair using the appropriate university form. During the semester, you and the instructor shall prepare a study plan and submit it to the department chair, or designee, for approval. The approved study plan shall be kept on file in the department or program office, and shall include a statement of the basis for the final evaluation of the independent study.

You may not take more than 6 units of independent study at the undergraduate level in a given semester or apply more than 9 units of independent study toward completion of the undergraduate degree. If you are a graduate student, you may not apply more than 6 units of independent study toward completion of a graduate degree.

Lower division students normally enroll in Independent Study 299, upper division students in 499; and graduate students in 599, respectively. Independent study courses may be repeated.

INTERNSHIPS AND COMMUNITY ENGAGEMENT

Earn course credit while gaining practical experience related to your major by registering for an academic internship or service-learning course. Check your department for requirements and prerequisites. Be sure to start early (sometimes a semester ahead), especially if an academic internship is a graduation requirement for your major. Many placements are available at businesses, nonprofit organizations and government agencies at locations throughout southern California and opportunities may also be available out of state or overseas.

Experiential learning opportunities such as these allow students to expand their knowledge, apply theories and skills learned in the classroom, prepare for successful entry into the job market, and develop as socially responsible citizens. Additionally, academic internship and service-learning courses offer opportunities for students to:

- Build your résumé / portfolio
- Gain work and service experiences
- Network and develop industry contacts
- Earn academic credit
- Solidify academic and career goals
- Possibly earn money while learning
- Explore various career options within a major
- Demonstrate personal and social responsibility
- Become engaged in your community and the issues that matter to you.

To learn more about the opportunities available within your major, contact your department or visit the CICE office or website. The Center for Internship & Community Engagement (CICE) is located in LH-206, open Monday through Friday 8:00 a.m.- 5:00 p.m. Information is online at fullerton.edu/CICE/.

LEAVE OF ABSENCE - UNDERGRADUATES AND POSTBACCALAUREATE UNCLASSIFIED GRADUATE STUDENTS

A leave of absence may be granted based on certain documented extenuating circumstances and normally is granted for not more than one year. Students must be in good academic standing and must have completed 12 units at this university. A leave of absence is not granted in order for a student to return to a community college to take coursework for financial or academic reasons. An approved leave of absence authorizes the student to return without reapplying to the university and continue under the catalog requirements prior to the absence. Undergraduate and postbaccalaureate unclassified graduate students on approved leaves of one year (two academic semesters) or less are eligible to register for the semester immediately following the end of the leave.

LEAVE OF ABSENCE - GRADUATE AND CREDENTIAL STUDENTS

Graduate degree or credential students may be granted leaves of absence, up to two consecutive semesters, which maintain their place in the university and in degree or credential programs (i.e., they do not

have to reapply following the leave). A leave granted to a degree objective student also preserves the election of curriculum rights regarding catalog requirements. However, a leave granted by the university does not extend time limitations imposed by the state for completing specific credential requirements nor does it extend the time limit for completing the master's or doctorate degree.

In the case of non-approved breaks in enrollment, reapplication for admission to the university and to the chosen degree or credential program will be required. A place in the degree/credential program or in the university will not be held for the student in these circumstances.

Forms for requesting a leave of absence are available in the Graduate Studies Office (MH-112), or the Graduate Studies website: fullerton.edu/graduate. Students must be in good academic standing and must have completed at least six units toward the degree or credential in residence at this university in order to qualify for leaves of absence. Leaves must be submitted before the first day of classes.

LIBRARY HOURS

Library hours are subject to change and some areas have more limited service hours. For the latest information on library hours, call (657) 278-2633, or point your browser to library.fullerton.edu.

NONDISCRIMINATION POLICY

California State University, Fullerton is committed to creating an atmosphere in which all students have the right to participate fully in its programs and activities free from unlawful discrimination, harassment and retaliation. California State University (CSU) Executive Order 1097, "Systemwide Policy Prohibiting Discrimination, Harassment and Retaliation, Sexual Misconduct, Dating and Domestic Violence, and Stalking against Students and Systemwide Procedure for Addressing Such Complaints by Students" is the appropriate policy and procedure for addressing incidents of discrimination, harassment and retaliation on the basis of protected status.

It is the policy of the CSU that no student or applicant for admission as a student shall, on the basis of protected status, be unlawfully excluded from participation in or be denied the benefits of any CSU program or activity. Nor shall a student or applicant for admission as a student be otherwise subjected to unlawful discrimination, harassment or retaliation for exercising any rights under this executive order.

Discrimination is prohibited by Titles VI and VII of the Civil Rights Act of 1964, as amended, Title IX of the Education Amendments of 1972, Sections 508 and 504 of the Rehabilitation Act of 1973, the Vietnam Era Veterans Readjustment Act, Title II of the Americans with Disabilities Act of 1990 and the Age Discrimination Act of 1975, including all subsequent amendments and administrative regulations adopted thereunder by the Department of Education and Department of Labor.

Employees and students who violate CSU Executive Order 1097 may be subject to discipline. If employee discipline is appropriate it shall be administered in a manner consistent with applicable collective bargaining agreements, CSU policies and legal requirements. Discipline of a student shall be administered in accordance with Section 41301 of Title 5, California Code of Regulations and CSU Executive Order 1098, or any superseding executive order, if applicable.

OPEN UNIVERSITY ENROLLMENT

Open enrollment provides an opportunity for people who are not currently admitted to Cal State Fullerton to enroll in undergraduate and graduate-level classes. Registration is on a space-available basis at the start of the semester and students must meet stated prerequisite requirements. Information is available from University Extended Education (UEE) in CP-100 or at ou.fullerton.edu. Students enrolling through Open University are encouraged to contact UEE Academic Advisers Suzanne Batista, sbatista@fullerton.edu (UH-123, (657) 278-4280) or Margaret Luzzi, mluzzi@fullerton.edu (CP-100, (657) 278-7644) with any questions prior to registering.

A maximum of 24 credits earned through Open University may count toward a bachelor's degree. Credit earned through Open University may not be used to fulfill the residence requirements (30 semester units) for a bachelor's degree. For graduate degrees, normally 9 units may apply. Please consult the graduate department adviser. Disqualified (DQ) undergraduate students may not enroll in more than six (6) units per academic term. Participation in Open University enrollment does not constitute admission to the university.

REPEAT POLICY

Grade Forgiveness (16-unit limit): An undergraduate student may repeat up to 16 units of course work with 'Grade Forgiveness'. This category of repeat is used for grades of C- (1.7) or lower. In computing the grade point average of a student who repeats courses in which he or she received C- (1.7), only the most recently earned grades and grade points shall be used in the GPA calculation for the first 16 units repeated. In exercising this option, an undergraduate student must take and repeat the course at this campus.

Grades Averaged (12-unit limit): An undergraduate may repeat up to 12 units of course work with 'Grades Averaged', beginning Fall 2009 forward. Under this category of repeat, both grades are calculated into the student's GPA.

Maximum repeat limit (28 units): The 16 units of 'Grade Forgiveness' and the 12 units of 'Grades Averaged' comprise the maximum repeat limit of 28 units for an undergraduate student.

Regulation against repeat of courses with 'C' grade or better: Undergraduate students may not repeat a course in which a grade of 'C' or better has already been earned. This does not apply to those courses noted in the university catalog as "may be repeated for credit".

Regulation against repeat of a course with an 'I' currently on record: A student may not re-enroll in a course for which he or she has received an 'I' until the 'I' has either been assigned a final grade, or been converted to an 'IC'.

SEXUAL ASSAULT PREVENTION & SURVIVOR SERVICES

Implementation of CSU Executive Order 1095 and California Campus Blueprint to Address Sexual Assault

CSUF Sexual Assault Prevention and Survivor Services provide educational programs to students, faculty and staff with emphasis on bystander intervention, alcohol's role and effective communication techniques. Aftercare for assaulted students includes non-forensic medical care, professional counseling services, academic advocacy and housing intervention as needed. Additional information can be found at fullerton.edu/womenscenter/violence_prevention/violenceprevention.php or contact: The WoMen's Center, (UH-205), (657) 278-3928

SEXUAL HARASSMENT/SEXUAL MISCONDUCT POLICY

The University is committed to providing a working and learning environment free from sexual harassment and sexual misconduct among students, employees, visitors, and prospective students. Sexual harassment is illegal under Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and California Education Code Section 89535. CSU Executive Orders 1097 and 1096 are the "Systemwide Policy Prohibiting Discrimination, Harassment, Retaliation, Sexual Misconduct, Dating and Domestic Violence, and Stalking" against students, employees and third parties and the procedures for addressing these complaints. CSU Executive Order 1095 "Systemwide Sex Discrimination, Sexual Harassment, Sexual Misconduct, Dating and Domestic Violence, and Stalking Policy" prohibits sexual harassment and sexual misconduct within the CSU system. When the University becomes aware of misconduct that may violate the above policies, it is mandated to make reasonable inquiries and provide appropriate remedies to eliminate the misconduct. Information concerning campus sexual harassment policies, procedures, and response can be obtained from the Title IX and Gender Equity Office, Langsdorf Hall, Suite 809, (657) 278-2121; and Mary Becerra, Title IX Coordinator, Langsdorf Hall, Suite 809, (657) 278-2850.

UNIVERSITY SMOKING POLICY

I. DIRECTIVE

California State University, Fullerton is committed to a healthy and productive environment. As such, and in light of well-established health risks associated with exposure to secondhand smoke, California State University, Fullerton prohibits smoking in all interior and exterior campus areas and locations effective August 1, 2014 as specified below:

- Buildings (including residence halls), structures (including parking structures), and outdoor areas owned, leased or rented by the university or one of its auxiliaries whether located on or off the Fullerton main campus.
- Vehicles owned, leased or rented by the university or one of the university's auxiliaries.
- Vehicles on university-owned, leased, or rented land or in university-owned, leased, or rented parking structures.

The sale or distribution of any tobacco product, including smokeless tobacco products, also is prohibited. Additionally, sponsorship of a university activity or event by a tobacco product manufacturer is prohibited unless explicitly authorized in writing by the university president or designee.

II. AUTHORITY

The California State University Board of Trustees has delegated authority to campus presidents to adopt rules regulating smoking on campuses.

The State of California prohibits smoking in all public buildings and other enclosed areas of employment. Authority to issue this Policy is based on Title 5, California Code of Regulations, Section 42356; and California Government Code Section 7597.

III. SCOPE

This policy applies to all university faculty, staff, students and visitors and to all interior and exterior campus areas and locations identified in Section I.

Smoking in university-sponsored theater and dance productions, student-authored or sponsored scenes, showcases or workshops produced as part of the department of theatre and dance season may be authorized by the Dean of the College of the Arts only when listed in a script as a required part of a performance. Smoking in Associated Students-sponsored performances may be authorized only when listed in a script as a required part of a performance and only when approved in writing by the Dean of the College of the Arts or the Executive Director of the Associated Students, as appropriate. Additionally, notification to the university president or designee must be provided by the Dean or Executive Director in advance of the performance.

IV. DEFINITIONS

"Smoking" is defined as inhaling, exhaling, burning, or carrying a lighted cigarette, cigar, pipe or other lighted smoking product, including electronic cigarettes. "Visitors" include university volunteers, contractors and vendors.

V. IMPLEMENTATION

The Vice President for Human Resources, Diversity and Inclusion has overall responsibility for implementing this policy. To provide adequate time to create awareness, outreach, and educational programs, including smoking cessation and counseling programs, this policy is effective August 1, 2014 and supersedes all previous university smoking policies. Prior to this effective date, the previous university smoking policy will remain in effect.

The Office of Environmental Health and Safety will collaborate with the following entities to provide faculty, staff, students and visitors with notice of this policy through signs, presentations, and publications, and to develop tobacco education programs, smoking cessation programs, and other suitable outreach and counseling programs.

Student Health and Counseling Center
Human Resources
Faculty Affairs and Records
Strategic Communications

VI. ACCOUNTABILITY

The success of this policy depends on the thoughtfulness, civility and cooperation of all members of the campus community, including visitors. Compliance is grounded in an informed and educated campus community. Incidents related to this policy will be addressed through applicable administrative processes. Questions may be directed to the Director of Environmental Health and Safety or the Director of University Risk Management.

SOCIAL SECURITY NUMBER AND STUDENT IDENTIFICATION NUMBER

Applicants are required to include their correct social security numbers in designated places on applications for admission pursuant to the authority contained in Section 41201, Title 5, California Code of Regulations and Section 6109 of the Internal Revenue Code (26 U.S.C. 6109). The University uses the social security number to identify students and their records including identification for purposes of financial aid eligibility and disbursement and the repayment of financial aid and other debts payable to the institution. Also, the Internal Revenue Service requires the University to file information returns that include the student's social security number and other information such as the amount paid for qualified tuition, related expenses and interest on educational loans. This information is used by the IRS to help determine whether a student, or a person claiming a student as a dependent, may take a credit or deduction to reduce federal income taxes. The Social Security number also is required by the Franchise Tax Board for collection of past due accounts.

For other records and services, the university uses an assigned campus wide identification number (CWID) as the student's account number. A student's Titan Card number is not his or her identification number.

Students are required to write their student identification numbers (CWID) on personal checks submitted for any payment to the University. Payment by personal check is consent by the student for the University to write the student's identification number on the check if it is not referenced. If a student prefers that his or her student identification number not be on the check, then the student must submit payment by cashier's check, money order, or when appropriate (other than mail-in or drop-off registration) and cash. Use of the student identification number assures credit to the correct student university account.

STOP-OUT POLICY

The stop-out policy allows undergraduate students and post-baccalaureate unclassified non-credential graduate students to be absent for one semester and maintain their continuing student status. This includes election of catalog requirements for graduation and eligibility to register for the next semester. Disqualified students, foreign visa students, students on leaves approved for more than one year and students without approved leaves who are absent for more than one semester must apply for readmission should they wish to return to Cal State Fullerton. Service members who are called to active duty or deployed should check with veteran's certification at (657) 278-2373.

ADMISSION TO THE TEACHER EDUCATION CREDENTIAL PROGRAM (Continuing Students)

Undergraduate students interested in a career in teaching should visit the Center for Careers in Teaching (EC-379 or call (657) 278-7130) for advisement. Students preparing to enter a credential program (bachelor's degree completed or nearly completed) must attend a Credential Program Overview. Overview schedules are available on the web:

ed.fullerton.edu or by calling (657) 278-3412. Admission and program details will be reviewed during the overview.

TITAN SHOPS

For information on purchasing textbooks, as well as other services available at Titan Shops visit titanshops.com or call (657) 278-3418.

TITLE IX

The University is committed to providing equal opportunities to all CSUF students, regardless of gender (or sex), gender identity (including transgender), gender expression, or sexual orientation in all campus services, programs, and activities - including intercollegiate athletics. The complainant procedure can be found in CSU Executive Orders 1096 and 1097 (explained in the sexual harassment/sexual misconduct policy above). Information concerning the application of Title IX of the Education Amendments of 1972 to campus programs, activities, and services as well as complaint procedures can be obtained from:

Mary Becerra, Title IX Coordinator, Langsdorf Hall, Suite 809, (657) 278-2121

Sarah Bauer, Deputy Title IX Coordinator/Investigator, Langsdorf Hall, Suite 809, (657) 278-2121

Tonilyn Rogers, Assistant Athletic Director for Compliance, Titan House, (657) 278-2777

TRANSCRIPTS

A single copy of a transcript requires a fee of \$4 paid in advance. (Additional transcripts prepared at the same time are \$2 each). Because of the large number of transcripts requested at the end of each regular semester, three weeks should be allowed for requests to be processed. At other times, transcript requests are processed within 3-5 working days, as a general rule. Transcript request forms are available at the Admissions and Records Service Center (LH-114). Immediate, over-the-counter transcript service cannot be provided.

Transcripts and Electronic PDF format may be ordered online 24/7 and paid for with your credit card through the National Student Clearinghouse. Current degree seeking students can access the National Student Clearinghouse via the student portal. Students without a secured student portal may access the service at studentclearinghouse.org.

UNIT LIMITS

A maximum of 16 units may be taken during the entire summer term.

VETERANS

VETERANS RESOURCE CENTER

The Veteran Resource Center assists active and reserve military, veterans and dependents at California State University, Fullerton in successfully navigating the academic environment through programs, guidance, support services, campus and community resources and the certification of veterans' and dependents' educational benefit. The VRC is committed to offering comprehensive and personalized services within a unique learning community that facilitates the student's social and academic integration from admission to achieving their academic and professional goals.

VA EDUCATIONAL BENEFITS

Veterans may obtain information concerning application for benefits, registration and adjustments in status from the Veterans Certification official located in Veterans Resource Center (UH-230). New, returning and transfer student veterans should consult the Veterans Certification official to complete the necessary documents to receive VA benefits. Since walk-in office hours vary, please call (657) 278-2373 or (657) 278-8660 for representative availability. You may also visit the website at fullerton.edu/veterans for more information.

VETERANS ADMINISTRATION VOCATIONAL REHABILITATION

Vocational Rehabilitation Benefit paperwork must be turned into the Veteran Resource Center (UH-230) at least two weeks before the term begins. This office will coordinate your parking, books and tuition.

CAL-VET FEE WAIVER (COLLEGE FEE WAIVER)

This benefit is only available to the dependent child spouse, or unmarried surviving spouse of a veteran who has a service-connected disability or is deceased. Submit the approval letter of authorization for the appropriate academic year to the Veteran Resource Center (UH-230) at least seven business days prior to your Titan registration appointment. The letter of authorization must be renewed annually. Please note that Cal-Vet Fee

Waiver recipients are still responsible for paying campus-based fees, and the Cal-Vet Fee Waiver cannot be applied toward non-state supported offerings, such as Summer Session, Intersession, and Open University. For more information, please contact the Veterans Resource Center (fullerton.edu/vacertification) or call (657) 278-2373 for questions/clarification.

VETERAN FEE DEFERMENT OPTION

Only veterans who are attending their first semester at CSUF and who have submitted the appropriate paperwork to use their GI Bill benefits at this campus are eligible. Please arrange for fee deferments with the Veteran Resource Center (UH-230) at least five business days prior to your Titan registration appointment.

For detailed information regarding student account policies and procedures, please go to the Student Financial Services website sfs.fullerton.edu. You may also contact the Student Financial Services Office at SFS@fullerton.edu or (657) 278-2495.

PROGRAMS AND SERVICE

The Veterans Resource Center has many programs aimed to assist student veterans navigate the transition to college. These include our lounge space, computer lab, peer mentoring, academic tutoring, Career Readiness Program, discussion and support groups, scholarships, support counseling, work-study and academic internships, contact the VRC at (657) 278-8660 or visit the VRC office in UH 230.

VOLUNTARY STUDENT HEALTH INSURANCE

Students wishing to obtain voluntary student health insurance may do so at the Associated Students Office. Although neither CSUF nor the Associated Students Office can endorse any particular policy, the staff does negotiate for a policy that offers the best coverage at the lowest possible cost. Students should seriously consider health insurance since it enables them to obtain needed medical services without having to be concerned about the rising cost of medical services. The staff of the Associated Students Office will be pleased to answer any questions about the insurance policy (657) 278-2401.

WITHDRAWAL LIMIT

Undergraduate students are limited to a maximum of 18 units of withdrawal ("W" on transcript) during their CSUF career, from Fall 2009 forward. "W's" earned prior to Fall 2009 will remain on the record but will not be counted toward the 18-unit limit. (See fullerton.edu/admissions. Under "Resources," click on "Frequently Asked Questions", select "Undergraduate Withdrawal Policy")

WITHDRAWAL UNAUTHORIZED (WU)

University policy states that the symbol **WU** shall be assigned to a student who is enrolled in a class as of the **census date***, but stops attending or participating, does not complete the course work and does not officially withdraw from the class. Students who discontinue course participation without filing an official, approved withdrawal form with the CSUF Registration Office shall be considered to have withdrawn unofficially from the course.

*For summer session(s), the day after the drop deadline replaces the census date for purposes of application of this policy.

When a WU is assigned, the grade option selected by the student at the time of registration for the course determines what displays on the student transcript:

- If the student registered for the class with a '**letter grade**' option, the symbol on the CSUF transcript appears as **WU**, and is equivalent to an F in GPA calculations.
- If the student registered for the class with a '**credit/no credit**' option, an assigned 'WU' would be recorded as **NC*** which does not impact GPA calculations.
- **NOTE:** The grading option available for a class depends on how the course is being offered. Some courses are offered as 'letter grade only', some as 'credit/no credit only' and some courses offer students a choice of either 'letter grade' or 'credit/no credit'.

In the first semester at CSUF that a WU is assigned to a student, any and all WU's that are posted to the student record during the final grading period for that semester are automatically converted to a W during the grading cycle at the end of that term. The student is notified that this is a "one time only" provision. This auto-conversion will not occur in future semesters.

For future occurrences, students may petition for retroactive withdrawal from courses that have been assigned a **WU** or **NC*** by using the retroactive withdrawal petition process when serious and compelling circumstances occurred during the semester being petitioned. A serious and compelling reason is defined as a physical, medical, emotional or other condition which has the effect of limiting the student's full participation in the class and which is clearly beyond the student's control. The student must provide independent documentation (from a source other than the student, or the student's family or friends) to verify the serious and compelling circumstances that resulted in the student receiving a WU or NC*. There are also specific time limits for submitting retroactive withdrawal petitions. Petitions submitted beyond the time limits will require an explanation for the delay. Further information on these time limits can be viewed online at: fullerton.edu/admissions - select '**Current Students**' tab, scroll down to the **General Information** heading and click on '**Petitions**'.

All retroactive withdrawal petitions are individually reviewed and can be either granted or denied. If it is determined that retroactive withdrawal is justified, a grade of W will be assigned and the negative effect of the WU will be removed from the GPA. Petition forms are available at the Admissions and Records Service Center (LH-114) or online at the web site indicated above.

WITHHOLDING OF SERVICES FOR NONPAYMENT OF DEBTS

The Board of Trustees has authorized the withholding of certain services for nonpayment of debts owed the University. Debts include unpaid obligations for loans, services, use of facilities or equipment, materials, food or merchandise. Services which may be withheld include permission to register in a subsequent term, use of facilities, and other services or materials for which a fee is authorized to be charged (i.e. transcripts, parking, lab fees, etc.).

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

President's Directive No. 17

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their educational records. They are:

Student Privacy and Education Records

I. DIRECTIVE

The Family Educational Rights and Privacy Act ("FERPA") and California State University Executive Order 796 ("EO 796") afford students the right to inspect and review their education records; request amendment of an education record believed to be in error or misleading; limit disclosure of personally identifiable information contained in an education record; and file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with FERPA. Should a conflict arise between FERPA or EO 796 and this directive, FERPA or EO 796 will take precedent.

II. AUTHORITY

The Family Educational Rights and Privacy Act, 120 U.S.C. 1232g, 34 CFR 99, and CSU Executive Order 796.

III. SCOPE

This directive applies to the records of any student who is attending or has attended the University. They do not apply to records of applicants for admission who are denied acceptance or, if accepted, do not attend the University.

IV. DEFINITIONS

- A. **Directory Information.** A student's name, date and place of birth, permanent and local address, University-recognized e-mail address, telephone number, class level, enrollment status, major(s), minor(s), dates of attendance, degrees and awards received, previous educational institutions attended, and past and present participation in recognized activities. Directory information also includes weight and height if student is an athletic team member.
- B. **Legitimate Educational Interest.** A school official has a "legitimate educational interest" if the official must review an education record to fulfill their professional responsibility. The University faculty or staff member responsible for maintaining the requested record is responsible for determining whether a school official has a legitimate educational interest.
- C. **School Official.** A University or CSU system employee or volunteer in an administrative, academic, research or staff position, including law enforcement unit personnel and health staff; an individual or entity with whom the University has contracted to act for the institution or to provide services the institution would otherwise perform for itself, such as an attorney, auditor, or collection agent; an individual, including a student, serving on a CSU System or University committee, such as a disciplinary or grievance committee, or assisting another school official in performing their professional responsibility.

V. IMPLEMENTATION

- A. School officials with a legitimate educational interest may access student records. In addition to school officials with a legitimate educational interest, the University may disclose Directory information (defined in Section IV. A). depending on the nature of the request and depending on the release category selected by a student. Students may choose to limit the release of their Directory information as described below:

1. **Permit release of all Directory information.** Unless restricted by a student, the University may release a student's Directory

information at any time to any requesting party, including the military and for the development of University-affiliated marketing programs. This is the default category for release of information.

2. **Permit release only "Verification" information.** This sub-category of Directory information consists of a student's name, class level, enrollment status, major(s), minor(s), degrees and awards received, dates of attendance and University-recognized e-mail address. The University may release this information in response to requests, including but not limited to those from campus auxiliaries, financial lenders, employers, the military or insurance companies for verification of degree and enrollment information; for inclusion in Commencement and honors materials. Students who release only "Verification" information will be excluded from all University directories, printed or electronic, that the University may produce or publish.
 3. **Withhold release of all Directory information.** Withholding the release of all Directory information means that the student will be excluded from all University directories and publications that the University may produce or publish, including Commencement and honors materials, and the University will not verify degree, dates of attendance or enrollment information without the prior written consent of the student. There will be no release to the military or for marketing programs.
- B. Students wishing to review their education records must make a written request to the Vice President for Student Affairs. Requested education records as defined by FERPA will be made available for review within 45 working days of the request. Reasonable charges for copy costs will be applied.
 - C. The University notifies students of their FERPA rights in its course catalog, university website, and annually via electronic mail.
 - D. Students who believe their rights have been abridged may make a request in writing seeking assistance from the Vice President for Student Affairs, Langsdorf Hall 805, or The Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave., S.W., Washington, D.C., 20202-4605.

VI. ACCOUNTABILITY

- A. The University will review bi-annually its information practices concerning student records to assess its compliance with FERPA, CSU Executive Order 796 and this directive. The Vice President for Student Affairs is responsible for ensuring the completion of these reviews.
- B. Any school official requiring access to student records must meet all training requirements established. This training must be completed prior to access being granted.
- C. Individuals who violate this directive are subject to appropriate disciplinary action pursuant to the applicable collective bargaining agreement and/or administrative policies or procedures.
- D. The contact for questions concerning this Directive is the Vice President for Student Affairs or his/her designee.

Reviewed and approved by President Milton A. Gordon
Date: March 17, 2011

CALIFORNIA STATE UNIVERSITY IMMUNIZATION REQUIREMENTS

By direction of the California State University Chancellor, the following immunization requirements must be completed by the end of a student's first semester. Students will be unable to register for class for their second semester until both requirements are met. **Students who have graduated from a California High School in 2005 or later have fulfilled both requirements.**

1. **Measles and Rubella:** All students must show proof of immunization against Measles and Rubella if they were born after January 1, 1957.
2. **Hepatitis B:** Students under the age of 19 on the census date must show proof of immunization against Hepatitis B (Census date is 4 weeks after the beginning of the semester).

MEETING THE REQUIREMENT

To fulfill the requirement, a student must do one of the following:

1. Bring in written proof of immunization from a doctor, clinic, military record or school record to the Student Health and Counseling Center, or fax it with your name, phone number, and Campus-Wide Identification (CWID) number to **(657) 278-3069**. Please check Titan Online to ensure your hold has been removed.
2. Obtain the vaccination from your private medical office, the County of Orange Health Care Agency, or the Student Health and Counseling Center (SHCC). To receive the vaccination at SHCC, schedule an appointment. There is a charge. To schedule an appointment and/or to inquire about the fees, please call (657) 278-2800. Appointments may also be scheduled online at fullerton.edu/shcc. During registration there is a high demand for vaccinations, so please plan accordingly.
3. Obtain lab tests for immunity if you think you have had the disease or the immunization but do not have proof (Titer). This can be done by your personal physician or at the SHCC for a fee.

IMMUNIZATION WAIVERS

Permanent or temporary waivers may be granted to some students after appropriate approval:

- If you are pregnant or think you may be pregnant, provide a signed doctor/clinic note with your expected due date and complete a temporary waiver form.
- For an allergy to egg, feathers, gelatin or neomycin, complete a waiver form.
- For other medical reasons, make an appointment with a SHCC provider or provide a signed note from your private physician/clinic and complete a waiver form.
- For religious, personal, or philosophical reasons, complete a waiver form.

HELPFUL INFORMATION

The web site to schedule an appointment or to obtain the immunization waiver form: fullerton.edu/shcc

Medical Records fax number for providing information via fax:
(657) 278-3069

Go to the Student Health and Counseling Center to provide information in person

SHCC phone number to schedule an appointment via phone:
(657) 278-2800

County of Orange Health Care Agency: ochealthinfo.com

GENERAL EDUCATION REQUIREMENTS

General Education courses are required at CSUF as a necessary and integral part of your University education. They are the foundation on which each and every major is built, and have been specifically designed to provide exposure to current thinking and scholarship. Students' success in the global socio-economic climate will be determined by the ability to research, analyze and apply universally accepted principles in areas beyond those learned in their majors. These courses serve as the stepping stones to a lifetime of growth; personally, professionally and academically.

UNIT REQUIREMENTS

51 total units including:

- 9 units upper division taken as a junior or senior
- 9 units in residence at CSUF
- 3 units in cultural diversity (courses marked with an asterisk*)
- Limited to either 9 units or 3 courses from a single department, excluding courses in GE Area A, Core Competencies and Area C.4, Origins of World Civilizations - see UPS 411.202
- Each course counts in only one GE Area, except those meeting Area Z, Cultural Diversity

ACADEMIC STANDARDS

- Letter grade required
- "C" (2.0) or better in Areas A1, A2, A3, and B4., A grade of C- (1.7) is not sufficient to fulfill these requirements. A grade of "D" (1.0) or better is required to satisfy ALL other GE requirements (a grade of "D minus" (.7) is not a passing grade.
- CR/NC allowed if it is the only grade option available

SUMMER 2017 REGISTRATION FEES

The CSU makes every effort to keep student costs to a minimum. Fees listed in published schedules or student accounts may need to be increased when public funding is inadequate. Therefore, CSU must reserve the right, even after fees are initially charged or initial fee payments are made, to increase or modify any listed fees. All listed fees, other than mandatory systemwide fees, are subject to change without notice, until the date when instruction for a particular semester or quarter has begun. All CSU listed fees should be regarded as **estimates** that are subject to change upon approval by the Board of Trustees, the Chancellor, or the Presidents, as appropriate. Changes in mandatory systemwide fees will be made in accordance with the requirements of the Working Families Student Fee Transparency and Accountability Act (Sections 66028 - 66028.6 of the Education Code).

For more information, please go to calstate.edu/eo/EO-1054.pdf.

ALL UNDERGRADUATE STUDENTS, CREDENTIAL AND GRADUATE STUDENTS

Please go to sfs.fullerton.edu/feeinformation to view a list of current fees.

FEE PAYMENT INSTRUCTIONS

ALL STUDENTS

Check Titan Online for the date(s) on which you are eligible to register. For questions regarding your registration appointment, please contact Admissions and Records at (657) 278-7601. If you have any holds on your accounts, you must resolve them at least three (3) business days before registering.

Do not sign up for an **Installment Payment Plan** until after you register for classes, or your account will not calculate your fees correctly.

TITAN REGISTRATION PAYMENT DUE DATES

3/30/2017 THROUGH 5/29/2017

TITAN registration online allows you to register for classes first and then make a payment. **Payments are due within 3 days after you register. If you do not pay your balance in full within 3 days, you will be subject to disenrollment without notice.**

5/30/2017 AND AFTER

Your payment is due immediately on the same day you register. If you do not pay your balance in full on the same day you register, you will be subject to disenrollment without notice.

Payments made online via the web are due by 11:30 PM on the due dates given by TITAN Online (Web Registration). In Person and mail-in payments are due by 5:00 PM on the date given by TITAN Online after registering.

THIRD PARTY CONTRACTS/SPONSORED STUDENTS

If an embassy or other organization will pay your registration and tuition fees, you must submit a current letter of financial guarantee or voucher to University Extended Education, College Park 100 **at least three (3) business days prior to your TITAN registration appointment.** If this letter or voucher is not received prior to your registration appointment, you are responsible for paying your fees and will be subject to disenrollment if your payment is not received by the deadlines specified above.

IMPORTANT!

- You will not receive a billing statement for your registration fees. You may view your student account balance at any time by logging on to Titan Online via your student portal.
- The University is not responsible for delays in the U.S. Postal Service; postmarks are not considered.
- You may be subject to disenrollment from ALL of your classes if your payment is not received by the due date. If you switch from part-time (0-6 units) to full-time (7+ units), you must pay your fees by the due date. If not, all your classes are subject to disenrollment. Be sure to check your email on a regular basis.
- A \$25.00 Late Registration Fee will be assessed for students who register on or after the first day of each Summer session.

FEES AND DEBTS OWED TO THE INSTITUTION

Should a student or former student fail to pay a fee or a debt owed to the institution, the institution may "withhold permission to register, to use facilities for which a fee is authorized to be charged, to receive services, materials, food or merchandise or any combination of the above from any person owing a debt" until the debt is paid (see Title 5, California Code of Regulations, Sections 42380 and 42381).

Prospective students who register for courses offered by the university are obligated for the payment of fees associated with registration for those courses. Failure to cancel registration in any course for an academic term prior to the first day of the academic term gives rise to an obligation to pay student fees including any tuition for the reservation of space in the course.

The institution may withhold permission to register or to receive official transcripts of grades or other services offered by the institution from anyone owing fees or another debt to the institution. The institution may also report the debt to a credit bureau, offset the amount due against any future state tax refunds due the student, refer the debt to an outside collection agency and/or charge the student actual and reasonable collection costs, including reasonable attorney fees if litigation is necessary, in collecting any amount not paid when due.

If a person believes he or she does not owe all or part of an asserted unpaid obligation that person may contact the Student Financial Services, Student Financial Services, or another office on campus to which Student Financial Services may refer the person, will review all pertinent information provided by the person and available to the campus, and advise the person of its conclusions.

REFUND OF FEES

Dropping classes may entitle you to a fee refund.

Please go to sfs.fullerton.edu/refunds to view the refund policies.

REGISTRATION FEE PAYMENT INFORMATION

ONLINE PAYMENT OPTIONS VIA YOUR TITAN ONLINE STUDENT CENTER	
E-Check (ACH)	<p>No convenience fee is charged when you use the payment option of E-check (ACH).</p> <p>E-check payments are simple to make and require no prior set up by your bank. You input bank information (account number and bank routing number which you verify with your banking information) into the secure University Payments page and the authorized payment will be subtracted from your bank account with 1-2 days. We know that not all banks use the information on the printed check and suggest the bank be contacted to confirm the correct account and routing number.</p>
Credit Cards Accepted: VISA MasterCard American Express Discover	A 2.75% non-refundable credit card processing fee is charged on all credit card payment transactions made online via your Student Center. VISA, MasterCard, American Express, and Discover are all accepted online.
Debit Cards	<p>CSUF only accepts ATM/Debit Cards bearing the VISA or MasterCard logo. All ATM/Debit Cards processed <u>online</u> are processed as credit card transactions and are subject to a 2.75% non-refundable credit card processing fee. Please note that ATM/Debit Cards have a daily limit which may vary depending on the issuing bank.</p> <p>To make an ATM/Debit Card payment online, you will need to select the <u>Credit Card</u> button on the payment screen in your online Student Center.</p>
Titan Tender	Titan Tender is no longer accepted for payment of fees.
International Payments	This payment option allows you to pay your student account balance in the currency of your choice electronically.

IN PERSON PAYMENTS:	
Personal Checks	Make payable to CSU Fullerton. Write student's name and CWID number on the front of the check.
Cashier's Check Money Order Traveler's Check	Make payable to CSU Fullerton. Write student's name and CWID number on the front of the cashier's check, money order, or traveler's check.
Cash	Cash must be paid in person at the Cashier's Office, UH-180, during office hours (Refer to "Payment Locations" below.). Do <u>NOT</u> send cash in the mail or place in the Student Financial Services drop box (UH 180, Window #10).
Debit Cards	CSUF accepts ATM/Debit Card with PIN only at Cashier's Office, UH 180. ATM/Debit card have a daily limit which may vary depending on the issuing bank.
Titan Tender	Titan Tender is only accepted for non-Student Center fees.

PAYMENT LOCATIONS:	
MAIL Send To: CSU Fullerton Student Financial Services P.O. Box 6808 Fullerton, CA 92834-6808	<p>Be sure to write your name and student CWID number on the front of the check.</p> <p>The University is not responsible for delays by the U.S. Postal Service for mail-in payments.</p>
DROP BOX PAYMENTS FULLERTON CAMPUS	Drop Box payments may be made at the Cashier's Office, UH-180, Window #10. Available 24 hours, including weekends.
IN-PERSON PAYMENTS Fullerton Campus UH-180 – Outside Windows	Monday through Friday 8:00 AM - 5:00 PM

For further information, please contact Student Financial Services at (657) 278-2495 or sfs@fullerton.edu. Please be sure to provide us with your full name and CWID number so that we may access your account.

MISCELLANEOUS INFORMATION

CAMPUS WIDE IDENTIFICATION NUMBER (CWID) ON CHECKS

All personal checks submitted for any payment to the University by students must include their Campus Wide Identification number. (The TitanCard number is not the student identification number.) Payment by personal check is considered the individual's approval for the University to write the CWID on the check if it is not already present. If you prefer that your CWID not be written on the check, then payment must be made by cashier's check, money order, or cash (refer to "Fee Payment Instructions" on page 22 for more information). Your CWID is used to assure credit to the proper account. Applicants are required to include their correct social security numbers (taxpayer identification numbers) in designated places on applications for admission pursuant to the authority contained in Section 41201, Title 5, California Code of Regulations, and Section 6109 of the Internal Revenue Code. The University uses the social security number to identify students and their records including to identify the student for purposes of financial aid eligibility and disbursement and the repayment of financial aid and other debts payable to the institution. Also, the Internal Revenue Service requires the university to file information returns that include the student's social security number and other information such as the amount paid for qualified tuition and related expenses. This information is used by the IRS to help determine whether a student, or a person claiming a student as a dependent, may take a credit or deduction to reduce federal income taxes.

DISHONORED CHECKS

A \$25 fee will be charged for all checks or credit card payments returned by your bank, for any reason. The dishonored check or credit card payment plus the \$25 fee must be paid with cash, cashier's check or money order, otherwise, the student may be disenrolled from classes. If the dishonored check or credit card was for payment of registration and tuition fees, the student may be subject to disenrollment from classes.

Students who have two or more dishonored checks posted to their University account (regardless of maker) will lose personal check-writing privileges with the University. All subsequent payments to the University must be made with cashier's check, money order, or cash (refer to page 15, "Fee Payment Instructions" for additional information).

YOU ARE FINANCIALLY RESPONSIBLE FOR "W" GRADES.

OUTSTANDING BALANCES FROM PREVIOUS SEMESTERS

Payments for previous semesters must be paid and all holds cleared prior to registration. (Refer to "Fee Payment Instructions" on page 15 for more information.)

FINANCIAL AID

SUMMER PROGRAMS

Limited funds are available for summer enrollment. If you were enrolled through the main campus of CSUF during the fall 2016 and/or spring 2017 semester(s) and you did not receive the maximum annual Federal Pell Grant or Federal Loans, you may be eligible to receive the unused portion for your summer costs. If you have not received the maximum Pell payment for fall 2016 and spring 2017, and enroll in at least 6 units for summer, you may be eligible for an additional Pell payment. A limited amount of grant funds (Summer Session Grant) are available for students whose Expected Family Contribution (EFC) for 2016-17 was 0. See the section below under "Enrollment Requirements" for more details. Eligibility is contingent on your meeting eligibility criteria for each aid program.

QUALIFICATIONS

If you are a continuing CSUF student, you must have a valid Free Application for Federal Student Aid (FAFSA) on file at CSUF. Your summer eligibility will be based on your 2016-17 FAFSA data. Federal loans will be available only if you have remaining annual loan eligibility after spring 2017.

APPLICATION PROCESS

There is no separate application that must be filed as summer aid eligibility is based on the student's valid 2016-17 FAFSA data **and** any remaining eligibility for Pell Grant or loan funds. Students who are determined eligible for the Summer Session Grant will be notified of their eligibility via campus email. Students who have remaining loan eligibility (they have not borrowed their annual loan limit for 2016-17) should submit the Summer Loan Request Form located at the CSUF Financial Aid Office website. Complete procedures for summer aid are available beginning in March 2017 at the CSUF Financial Aid website fullerton.edu/financialaid.

ENROLLMENT REQUIREMENTS

Minimum enrollment to receive a loan is six (6) units. Minimum enrollment to receive a Federal Pell Grant is determined by your Expected Family Contribution (EFC). Priority for Summer Session Grants will be given to students enrolled in a minimum of 6 units. Summer Session Grant funds will be awarded first to upper division students who meet the eligibility criteria.

REGISTRATION AND TUITION FEES

At the completion of your TITAN registration, if your financial aid award is not yet determined or if it is insufficient to pay your full fees, you will be instructed of the amount due and the due date. If your financial aid award amount is sufficient to pay your fees in full, your fees will be paid automatically when your financial aid is disbursed.

FINANCIAL AID DISBURSEMENT

In most cases, payment will be issued once your first summer session course has begun. If you have any funds remaining after your summer registration and tuition fees have been credited, a balance check or direct deposit will be issued to you.

WITHDRAWALS

If you receive a Federal Pell Grant for summer 2017 and you drop one or more classes before the end of the session, you may be required to repay part or all of the Federal Pell Grant funds you received. If you receive Federal Pell Grant or Federal Loan for summer 2017 and you withdraw from all courses before the 60% point of the term, we will calculate the portion of financial aid you "earned" based on the number of days you were enrolled. You may be required to repay a portion of the funds you received and the University may be required to refund a portion of your fees to one or more federal aid programs.

SATISFACTORY ACADEMIC PROGRESS

To maintain eligibility for financial aid, you must demonstrate satisfactory academic progress by completing the courses in which you enroll and earning a passing grade in each course. Refer to the Satisfactory Academic Progress policy available on the web at fullerton.edu/financialaid.

PARKING INFORMATION

For detailed information on parking policies, maps of parking lots, and much more visit the Parking and Transportation Services website at parking.fullerton.edu. You can also stop by a Visitor Information Center or the Parking & Transportation office.

Visitor Information Center (summer hours):

Monday – Friday, 7:00 a.m. – 4:00 p.m.
(657) 278-3001

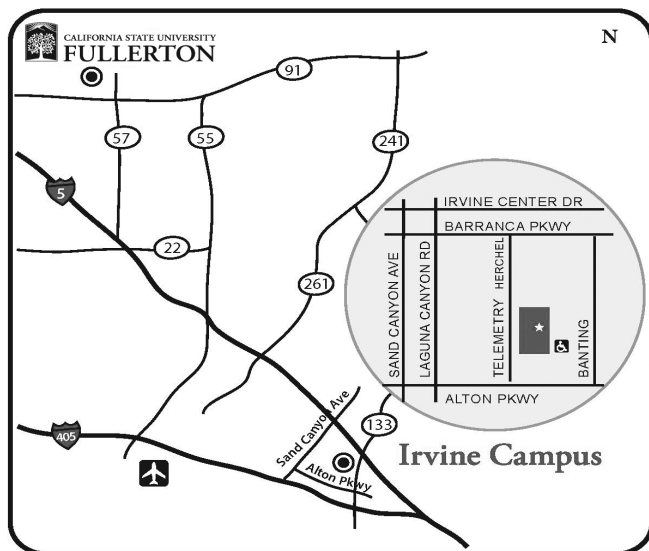
Parking and Transportation Services:

Monday – Friday, 8:00 a.m. – 5:00 p.m.
(657) 278-3082

IRVINE CAMPUS (IRVC)

Telephone - 657.278.1600
fullerton.edu/irvinecampus

California State University, Fullerton has a branch campus near the Irvine Spectrum, to serve the higher education needs of the student population in central and southern Orange County. CSUF Irvine Campus offers courses at the lower-division, upper division and graduate levels. These programs and courses are intended to provide a more convenient location for those students who live and work in southern Orange County. For more information call (657) 278-1600 or visit fullerton.edu/irvinecampus.



LOCATION:

3 Banting, Irvine, CA 92618

DIRECTIONS AND ACCESS:

From I-5 South

Exit 95 for State Highway 133 South toward Laguna Beach. Keep right at the fork. Follow signs for Barranca Parkway. Continue straight on Banting.

From I-5 North

Exit 94B for Alton Parkway. Left on Alton Parkway. Turn right on Banting.

From Tollway 73 North

Exit 6, CA 133. Take 133 North (Exit 9) toward Barranca Parkway. Left on Pacifica. Left on Barranca Parkway. Left on Banting.

From Tollway 73 South

Exit 7 CA 133 Laguna Canyon Road toward El Toro Road. Left at CA 133 N/Laguna Canyon Road to Exit 9 toward Barranca Parkway. Left on Barranca Parkway. Left on Banting.

ADMINISTRATION OFFICE HOURS

The administration office is located in IRVC-100A. Office hours are 8:30 a.m. - 7:00 p.m. Monday-Thursday; 9:00 a.m. - 1:00 p.m. Friday. Campus hours are 7:30 a.m. - 10:00 p.m. Monday-Thursday; 8:00 a.m. - 1:00 p.m. Friday; closed Saturday and Sunday. Campus hours are subject to change.

BOOKSTORE

CSUF Irvine Campus students purchase their books at the Titan Bookstore, which is located on the Irvine Campus (IRVC-104). Books also may be ordered online at titanshops.com.

FITNESS CENTER

Currently enrolled CSUF students are eligible to use the IRVC Fitness Center at no extra charge. The Fitness Center is open Mon.-Thu.: 12:00 p.m. to 5:00 p.m. during Summer Session A & B.

LIBRARY

Library hours are subject to change. For the latest information on library hours or available resources, please call (657) 278-1664, or log onto: fullerton.edu/irvinecampus/library.

PARKING

The same policies apply as on the Fullerton campus. All CSUF parking and traffic regulations and fees are enforced at the Irvine Campus. Permits must be purchased online. The cost of a daily parking permit is \$8.

MAJOR AND PROGRAM COURSES OFFERED AT THE IRVINE CAMPUS:

Business Administration, B.A.

Concentrations in: Accounting, Finance, Accounting/Finance

Child and Adolescent Development, B.S.

Elementary school setting

Family and community contexts

Communications, B.A.

Concentrations in: Advertising, Entertainment Studies, and Public Relations

Computer Science B.S.

Education Credential Programs:

Single Subject (secondary)

FEMBA (Fully Employed MBA)

Health Science B.S.

Kinesiology B.S.

Nursing B.S.

Psychology, B.A.

Social Work, M.S.W.

Sociology, B.A.

Taxation, M.S.

Selected courses will also be offered for majors in: Criminal Justice, Management and Marketing.

Courses in support of majors offered at the Irvine Campus will also be offered in: Art, Biology, Chemistry, Economics, English, History, Mathematics, Political Science, Theater and selected others.

ANSWERS TO YOUR QUESTIONS

TOPIC	WHERE TO GO	LOCATION	TELEPHONE (657) 278 -
Academic Appeals	Academic Appeals Office	LH-805	3836
Add or Drop of Class	See Registration Guide	Registration pages	7601
Address Change/Titan Online Student Center	fullerton.edu		
Admissions/Applications	Admissions & Records Service Center	LH-114	2300
Advisement: General Education	Academic Advisement Center	UH-123	3606
Undeclared Major	Academic Advisement Center	UH-123	3606
Declared Majors	Major Department	See Academic Adv. Section	
Disqualification/Reinstatement	Academic Advisement Center	UH-123	3606
Irvine Campus Advisement	Student Affairs Office	IRVC 115	1650
Future Teachers	Center for Careers in Teaching	EC-379	7130
Athletic Tickets	Athletic Ticket Office	Titan House	2783
Child Care	Children's Center	CC-201	2961
Counseling: Career	Career Development & Counseling Center	LH-208	3121
Personal	Counseling and Psychological Services	SHCC-East 116	3040
Degree Application/Diploma: Orders	Graduation Unit	LH-114	2300
Degree Evaluation, Undergraduate	Graduation Unit	LH-114	2300
Disabled Student Services/ADA	Disabled Student Services	UH-101	3117
Discrimination, Harassment and Retaliation	Diversity & Equity Programs	CP-700	2425
Disqualification/Reinstatement	Academic Advisement Center	UH-123	3606
Emergency Messages (Student)	Campus Police	T-1200	2515
Employment: Business, Educational, Government, Industry, Minority Relations, Student (Part-Time)	Career Development & Counseling Center	LH-208	3121
Staff	Human Resources	CP-700	2425
Enrollment Verification: Duplicate I.D. Card	TitanCard Office	PLS-140	3555
Enrollment Verification Certificate	National Student Clearinghouse	fullerton.edu	
Fee Receipt	Student Financial Services	UH-180 (outside window)	2495
Letter Request	Admissions & Records Service Center	LH-114	7601
Extension Class Information	University Extended Education	CP-100	2611
Evaluations/General Education	Admissions & Records Service Center	LH-114	2300
Financial Aid	Financial Aid	UH-146	3125
Foreign Student: Advisement	Major Department	See Academic Adv. Section	
Permits to Register	International Education & Exchange	UH-244	2787
Graduate Studies	Graduate Studies	MH-112	2618
Graduation Requirements (Undergraduate)	Graduation Unit	LH-114	2300
Gymnasium Use and Hours	Recreation Office	KHS-159	3978
Health Insurance	Titan Student Union	Lobby	7739
Housing	Housing & Resident Life	Cobb Residence Hall	2168
Immunization Holds	Student Health and Counseling Center	SHCC-W	2800
International Students	International Programs Office	UH-244	2787
Internships and Community Engagement	Center for Internships & Community Engagement	UH-206	3746
Irvine Campus	Administrative Offices	IRVC 100A	1600
Library Information	Pollak Library	Direction Desk	2633
Name Change	Admissions & Records Service Center	LH-114	7601
Open University ou.fullerton.edu	Academic Advisement Center	UH-123	4280
	Academic Advisement Center	CP-100	7644
Organizations & Clubs	Dean of Students	TSU-247	7622
Outreach Services	University Outreach	LH-540	2086
Parking: Parking Permit Fees	Parking and Transportation Services	parking.fullerton.edu	3082
Parking Tickets	Parking and Transportation Services	parking.fullerton.edu	3082
Information	Parking and Transportation Services	parking.fullerton.edu	3082
Disabled Person Parking Permit	Disabled Student Services	UH-101	3117
Readmission	Admissions & Records Service Center	LH-114	2300
Records (Student)	Admissions & Records Service Center	LH-114	7601
Recreational Facilities	Recreation Office	KHS-159	3978
Registration Fees	Student Financial Services	UH-180 (outside window)	2495
Residency	Admissions & Records Service Center	LH-114	7601
Scholarships	Financial Aid	UH-146	3125
Sexual Assault, Prevention and Survivor Services	Women's Center/Adult Re-entry	UH-205	3928
	University Police Department	UPD-102	2515 or 911
Student Academic Services (EOP/SAA/Retention)	Student Academic Services Office	UH-143	2288
Student Health Services	Student Health and Counseling Center	SHCC-W	2800
Swimming Pool	Recreation Office	KHS-159	3978
Test Information	Testing Services	UH-229	3838
Title IX	Title IX and Gender Equity	LH-809	2121
Transcripts	Admissions & Records Service Center	LH-114	7601
	National Student Clearinghouse	studentclearinghouse.org	703-742-4200
Tutoring	Intensive Learning Experience	UH-234	2738
Veterans Certification	Veterans Certification Office	UH-230	2373
Women's Center	Women's Center/Adult Re-entry	UH-205	3928

SCHEDULE OF CLASSES AND EXPLANATION OF CODES

The information below is intended to assist students in understanding the class schedule available at fullerton.edu/schedule.

1. All class schedule entries are subject to change without prior notice. Any added class offerings will be reflected in the online class schedule. Cancelled classes will be deleted from the online class schedule and any student enrolled in a class which must be cancelled will receive an email notification at his/her CSUF email address.

The faculty member shown in the "faculty" column of this class listing is a tentative assignment, depending on schedule adjustments required by circumstances during registration.

2. **Class Notes** - When using the online schedule of classes search function, a list of section(s) appears. Select "the section" to see the class details. Under the class details is an area called "class notes" where special information of significance to the student is found. Some classes have prerequisites, while others require permission of the department or an instructor as noted under "Class notes". If you are selecting one of these courses, be sure that you have met the prerequisites or have obtained the required permission. The fact that you may be scheduled for such a class does not imply that permission to enroll has been granted.
3. **Course Number** - The five-digit code number follows the section number and is listed below the course number. It identifies the class and section of the class you want to take. You register for a class with this number.
4. **Time of Course** - The times that courses begin and end are indicated in the schedule.
5. **Day Code Explanation**

MoTuWeThFr	-Class meets daily except Saturday and Sunday
MoWeFr	-Class meets Monday, Wednesday, and Friday
TuTh	-Class meets Tuesday and Thursday
Th	-Class meets Thursday
Sa	-Class meets Saturday
Su	-Class meets Sunday
TBA	-Class time to be arranged; see department office for details concerning meeting time.

6. **Building Code Explanation**

CP	-College Park
CPAC	-Clayes Performing Arts Center
CS	-Computer Science
E	-Engineering
EC	-Education Classroom
IRVC	-Irvine Campus
GG	-Garden Grove Center
H	-Humanities, Social Sciences
KHS	-Kinesiology and Health Science
MH	-Miles D. McCarthy Hall
LH	-William B. Langsdorf Hall
PL	-Pollak Library
RGC	-Ruby Gerontology Center
SGMH	-Steven G. Mihaylo Hall
SHCC	-Student Health and Counseling Center
T	-Temporary
UH	-University Hall
VA	-Visual Arts

EVERY STUDENT IS STRONGLY ENCOURAGED TO REGISTER TO VOTE

Below are the requirements to register to vote and the guidelines for how to vote.

REQUIREMENTS

1. You must be 18 years of age or older to vote.
2. You must be registered to vote before you can vote.
 - a. If you are not registered, get registered.
 - b. If you have registered in the past, and are not sure you are still registered, inquire with the Registrar of Voters Office in your county. For the Orange County Registrar of Voters office visit ocvote.com.

HOW TO REGISTER TO VOTE

3. Complete a Voter Registration Card at any U.S. Post Office, public library, City Hall, or Registrar of Voters Office. A voter registration card can be obtained at the office of the Associated Students, CSUF, Inc. located in the Titan Student Union, room 207 and the Dean of Students Office, Titan Student Union, room 235.
4. A Sample Ballot will be mailed to all registrants.
 - a. Review the Sample Ballot for election information and procedures.
 - b. Your polling place (where to vote) will also be on the Sample Ballot.
5. Contact the Registrar of Voters Office if you have questions.
 - a. See your white pages telephone directory under Registrar of Voters.
 - b. A Registrar of Voters Office is listed under each county providing services to persons registered in that county. For the Orange County Registrar of Voters office visit at ocvote.com.
7. **Grade Option** - If a course is offered under the traditional grade option (A,B,C,D,F), students may, in certain situations, elect to be graded CR/NC.
8. **Course Type Explanation** - For each course offered, there is a course type. In the class listings, it is located between the footnotes and the meeting days.

Lec	- Lecture
Lab	- Laboratory
Sem	- Seminar
Act	- Activity
Sup	- Supervision
Dis	- Discussion

GRADING SYSTEM

PLUS/MINUS GRADING

DEFINITION OF GRADES AND THEIR CORRESPONDING GRADE POINTS

A+		4.0
A	Outstanding	4.0
A-		3.7
B+		3.3
B	Good	3.0
B-		2.7
C+		2.3
C	Acceptable	2.0
C-		1.7
D+		1.3
D	Poor	1.0
D-		0.7
F	Failing	0.0

GRADING STANDARDS IN GENERAL EDUCATION (GE)

- A grade of “C” (2.0) or better is required to satisfy GE requirements in:
 - Oral Communications (category A1)
 - Written Communications (category A2)
 - Critical Thinking (category A3) and
 - Mathematics (category B4)

[A grade of “C minus” (1.7) or lower is not a passing grade.]

- A grade of “D” (1.0) or better is required to satisfy all other GE requirements. [A grade of “D minus” (0.7) or lower is not a passing grade.]

GRADING STANDARDS IN UPPER DIVISION WRITING REQUIREMENT (UNDERGRADUATES)

- A grade of “C” (2.0) or better is required to satisfy the upper division writing requirement. [A grade of “C minus” (1.7) or lower is not a passing grade.]

GRADE POINT AVERAGE (GPA) REQUIREMENTS FOR UNDERGRADUATES

- An average GPA of at least 2.0 based on all units attempted, including those attempted at other institutions;
- An average GPA of at least 2.0 based on all units attempted at Cal State Fullerton; and
- An average GPA of at least 2.0 based on all units attempted in the major. [Departments may have additional grading standards in the major - consult your department advisor.]

GRADING STANDARDS IN GRADUATE PROGRAMS

- A grade of “C” (2.0) or better in each course in the graduate study plan. [A grade of “C minus” (1.7) or lower is not a passing grade.] Some programs require higher minimum grades for specific courses.
- A grade of “C” (2.0) or better in course(s) that are used to meet the writing requirement. [A grade of “C minus” (1.7) or lower is not a passing grade.]
- A grade of “B” (3.0) or better in course(s) that are approved for postgraduate or transfer credits.

GRADE POINT AVERAGE REQUIREMENTS FOR GRADUATE STUDENTS

An average GPA of at least 3.0 based on all courses attempted to satisfy requirements for the master’s degree. This average applies to:

- All 400- and 500-level units attempted subsequent to admission to a degree program; and
- All units required on the student’s graduate study plan including transfer courses. [Departments may have additional grading standards for graduate programs - consult your graduate advisor.]

CREDIT/NO CREDIT GRADING OPTION

For undergraduate students, “Credit” is awarded for work equivalent to all grades which earn 2.0 or more grade points (“A plus” thru “C”). “No Credit” is awarded for work equivalent to all grades which earn less than 2.0 grade points (“C minus” thru “F”).

For graduate students, “Credit” is awarded for work equivalent to all grades which earn 3.0 or more grade points (“A plus” thru “B”). “No Credit” is awarded for work equivalent to all grades which earn less than 3.0 grade points (“B minus” thru “F”).

PLUS/MINUS GRADES AND UNDERGRADUATE TRANSFER ADMISSIONS

In determining transfer admissibility, the transcripts of applicants for admission will be evaluated and grade point average(s) calculated based on the grade points assigned by the CSUF grading policy, e.g. a grade of “B plus” awarded at Cypress College will be calculated for admissions purposes as being worth 3.3 grade points per semester units.

Plus and minus grading will have no effect upon the admissions applicability of community college coursework that has been general education “certified” by California community college(s) as per CSU Executive Order 1033.

SUMMER 2017 REGISTRATION FOR CSUF STUDENTS

THINGS YOU SHOULD KNOW ABOUT REGISTRATION

- Titan Online is available 24/7. You may register beginning at your assigned appointment time with unlimited access during the entire time of the Titan period.
- The Class Schedule is online and available 24 hours a day, 7 days a week. The information is up-to-date in real-time.
- **Once you have performed any type of registration activity, you should confirm your schedule by printing your schedule from your Student Center.**
- All **HOLDS** must be cleared three (3) business days prior to your registration appointment.
- **DEADLINES** for adding/dropping classes are listed on the front cover of this registration guide.
- For fee refund information, see page 15 of this registration guide.

Waitlisting is available to all colleges. If a course is full, you may try to obtain a place in the class by getting on the wait list. As space in the class becomes available, your name will advance on the wait list. If enough students drop the course, you may be automatically enrolled from the wait list. **Please review How Waitlisting Works and Waitlist Restrictions on page 24.**

TITAN ONLINE REGISTRATION INSTRUCTIONS

REQUIREMENTS

- You will need your Campus Wide Identification number and password to register.
- **TITAN PIN** – A “one-time use” Personal Identification Number (PIN) is assigned to you, which is a 6-digit number. After accessing your Student Portal with the PIN, you will be asked to create a password. This password will be used for Student Portal access including registration throughout your enrollment at CSUF. If you need assistance with your username or password, select the “need help signing in?” link immediately below the “sign in” button on the CSUF Portal Sign In webpage.
- **TITAN APPOINTMENT** – Check Titan Online for your registration appointment date/time and for any holds on your record. All holds must be cleared three (3) business days prior to your TITAN appointment. You will access registration via your Student Center.

Holds - All holds must be cleared three (3) business days prior to your TITAN appointment. Any holds will be listed on Titan Online.

Cancelled Classes - If a class for which you have registered is cancelled by the department, you will receive an email notification at your CSUF email address. You may attempt to add another class during TITAN registration on or after your appointment time.

Grading Option Changes - If grading for a course is listed as “Undergraduate Student Option”, the course can be taken either for a letter grade (A,B,C,D) or as credit/no credit. If no option is chosen, the course will default to letter grade. Certain faculty designated courses may solely be taken as graded or as credit/no credit. To change the option from letter grade to Credit/No Credit or from Credit/No Credit to a letter grade, use the pull down menu under “Grading” at the time you enroll in the class. Grade option changes can be made online through the second week of classes.

Course Prerequisites - Some courses have course prerequisites (see Class Notes in the online class schedule) which, if not met, will result in your being unable to register for the course or being dropped by the instructor.

Course Corequisites - Some courses have course corequisites. You must register for the corresponding corequisite during the same registration transaction. Failure to do so may result in your being disenrolled from the course. (See Class Notes in the online class schedule.)

Test Score Prerequisites - Some courses have test score prerequisites which, if not met, will result in your being unable to register for the course. For more information, go to fullerton.edu/testing.

Parking Information - Use the provided link in Titan Online to purchase a parking permit.

Financial Aid Recipients - Refer to page 17 of this registration guide.

State Rehabilitation and Veteran’s Administration Vocational Rehabilitation - Contact the Disabled Student Services Office (UH-101) if you need assistance with registration.

Athletic Scholarship - Contact the Athletic Department Titan House-014 or call (657) 278-5218 at least three (3) business days prior to your TITAN registration appointment to confirm your eligibility.

Disabled Students - Contact the Disabled Students Services Office (UH-101) if you need assistance with registration. For additional information, call (657) 278-3117.

Private Company Scholars - Submit an authorization or a purchase order from your employer to the UEE Student Services Office (CP-100) at least three (3) business days prior to your TITAN registration appointment.

TITAN Scheduler - Students can now plan their schedule from anywhere with TITAN Scheduler! Students will be able to find the best schedule with streamlined class searches, visual schedule previewing, side by side comparisons and flexibility around planned breaks. Students can bring multiple schedules up side-by-side and compare options. The schedule planner provides a “Breaks” feature to allow students to block off times they are unable to take class, such as for jobs or athletics. Advisors can now focus on which courses students need to take, rather than the individual times in which to take them, alleviating advisors of tedious scheduling for students. There is a video tutorial in Titan Online as well as additional “help” resources available within TITAN Scheduler. Please note that class schedule information will be available in Titan Scheduler when the schedule is formally released to the campus and will not be available prior to that. Students need to simply access the TITAN Scheduler link from their Portal to begin optimizing their schedule today!

Payment Procedure – Be prepared to pay your course fees at the time of registration. Payment must be made by payment due date. Please refer to pages 15-16 for fee payment information.

IMPORTANT NOTE: Students are subject to disenrollment if payment is not received by the payment due date.

Refunds - Please go to sfs.fullerton.edu/refunds to review the refund policies.

Refunds for Financial Aid Recipients - Please refer to “Financial Aid”, page 17.

Registration Problems/Questions - If you need assistance with registration, please call the TITAN Help Line (657) 278-7601.

OPEN REGISTRATION
(includes drop/add)

APRIL 7, 2017-SESSION
DEADLINE (see page 2)

LAST DAY TO REGISTER
FOR SUMMER

Varies based on session
start date - refer to
page 2

TITAN Online is available 24/7, April 3 - July 10. You can: add classes in sessions that haven't begun, drop classes prior to published deadline, view available classes and the fee amount due.

TITAN ONLINE REGISTRATION
REGISTRATION HELP LINE
(657) 278-7601

OPEN REGISTRATION AND CHANGE OF PROGRAM

Once registration begins for a particular class level, students in that level may continue to register or change their program until the published registration deadline (page 2) for the appropriate class session.

Note: Class levels (i.e., senior, junior, etc.) are determined by the total number of units earned as currently reflected on your CSUF transcript and units enrolled in at CSUF for spring 2017. This prioritization applies only to those students who are currently officially admitted to CSUF. Transfer work that has not been evaluated or posted to your CSUF transcript cannot be used to calculate class level for this purpose.

Before registering for classes, please read the following instructions carefully.

MAXIMUM UNITS - University Limitation - A MAXIMUM OF 16 UNITS MAY BE TAKEN DURING THE ENTIRE SUMMER TERM 2017.

LATE REGISTRATION

Late registration is defined as registration that occurs on or after the first day of the session. Late registration requires an electronic permit from the department, payment of a late registration fee, and immediate payment of fees.

CLOSED CLASSES

When classes meet the established enrollment limit, they are closed. You may waitlist a course if the option is available (see Waitlist, page 24). Additional enrollments can be accepted into a closed class only with an electronic permit from the department.

DROPPING CLASSES

If a student decides not to continue enrollment in a class, either before or after instruction begins, it is the student's responsibility to follow and complete the appropriate procedures for dropping the class.

DEADLINES

Deadlines for adding/dropping classes and refund of fees are published on page 2 of this registration guide.

CSUF AND EARLY START STUDENTS - REGISTRATION PROBLEMS/QUESTIONS

If you are having problems with registration, please call the TITAN Help Line (657) 278-7601

Monday - Friday

8:00 AM - 5:00 PM

NON-CSUF/OPEN UNIVERSITY STUDENTS - REGISTRATION PROBLEMS/QUESTIONS

Registrants through University Extended Education should call (657) 278-2611 or visit ou.fullerton.edu.

WAYS TO REGISTER

The registration process for students who are officially admitted to CSUF is different than the process for students who are not admitted to the university. Continuing admitted CSUF students and Early Start Programs (ESP) will register through Titan Online; whereas, non-CSUF students will register through Open University through the University Extended Education office.

CONTINUING CSUF STUDENTS

Log on to Titan Online Student Center. You will need your Campus Wide Identification Number and Password. See page 2 for enrollment date availability.

NON-CSUF STUDENTS

If you are not officially admitted to CSUF in the summer 2017 term you can register beginning April 17, 2017 through Open University at ou.fullerton.edu. This includes transfer students admitted for fall 2017.

PAYMENT DEADLINES FOR CSUF STUDENTS

PAYMENT INFORMATION

Be prepared to pay your course fees at the time of registration. Payment must be made by the payment due date. Please refer to pages 15-16 for fee payment information.

IMPORTANT NOTE: Students are subject to disenrollment if payment is not received by the payment due date.

WAITLIST

Waitlisting is available to all colleges. If a course is full, you may try to obtain a place in the class by getting on the wait list. As space in the class becomes available, your name will advance on the wait list. If enough students drop the course, you may be automatically enrolled from the wait list.

HOW WAITLISTING WORKS

- Many classes will offer waitlisting with the exception of 495, 499, 595, 598 and 599 classes.
- The standard waitlist limit for each class is 15 students; this is regardless of the class limit. Some classes may have different waitlist limits based on department discretion.
- You can waitlist for a maximum of 4 units, provided that each course's waitlist is not already full. (Note: Waitlisted units are not included toward your enrollment unit limit. Once you successfully get into the class, then the units will count towards your enrollment unit limit.)
- You must meet any requisites for the class before you can be placed on the waitlist, e.g., course pre-requisites, section co-requisites, major and class level restrictions.
- Students cannot waitlist the same lecture section or the same lab section more than once.

- If a seat becomes available, the student first on the waitlist will get the seat (subject to the restrictions below).
- Students will be moved from the waitlist into the class if other students drop or are dropped due to non-payment of fees.
- If students drop, seats will not be available to students who happen to log in if there is someone on the waitlist.
- If you are moved from the waitlist into the class, you will receive an email notification.
- If you are waitlisted for multiple sections of the same course, and you successfully get into one of the sections, you will be automatically removed from the waitlists for the other sections.
- You will not be billed for waitlisted classes but will be billed if moved from a waitlist into a class and the additional units result in higher registration fees. It is important to check your class schedule and account summary regularly to avoid possible cancellation of added class(es).
- If you are moved from the waitlist into a class, it is your responsibility to drop the class (as with any other class) if you decide not to attend. Failure to do so will result in a 'WU' grade on your record which will lower your grade point average.
- There is no guarantee you will be moved off the waitlist and enrolled into the class. Once the process to move students from the waitlist has run for the final time and classes have begun, instructors are not required to add students who were waitlisted for the class.
- The online waitlisting feature will cease to function for all sessions at 11:59 p.m. on May 26, 2017. The waitlist will be retained for informational purposes for the instructor.
- Faculty will control access to "closed" classes starting with the first day of class via normal permit procedures.

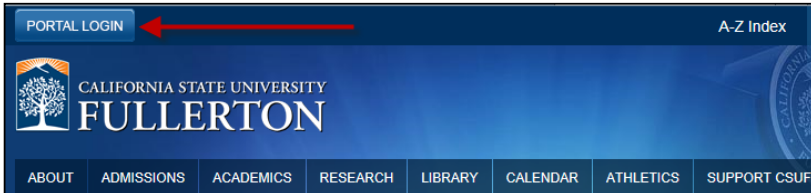
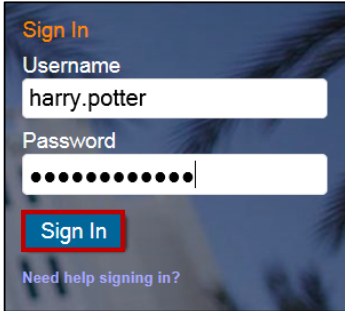
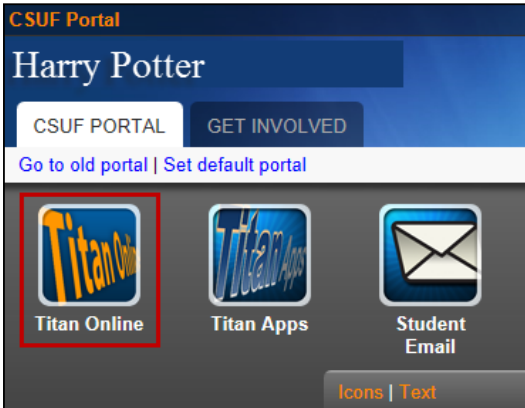

WAITLIST RESTRICTIONS

Students will be moved from the waitlist into the class if space becomes available, and in the order placed, unless either of the following restrictions apply:

1. There is a time conflict with another registered class. Since potential time conflicts are not checked when you place yourself on a waitlist, you should ensure that waitlisted classes do not conflict with your enrolled schedule.
2. You are already enrolled in another section of the same course. Do not use waitlisting to try to get into another section of a course in which you are already enrolled, as you will not be moved from the waitlist if space becomes available. You will need to choose whether to take a chance and place yourself on the waitlist of the full section in the hope that space becomes available or remain enrolled in the section you have already scheduled.

If you cannot be moved from the waitlist, for either of the reasons given above, you will be skipped and the next student considered. You will not be reconsidered until the next time space becomes available in the class.

Check your schedule regularly in your Titan Online Student Center to monitor your position on a waitlist. If you decide you no longer wish to wait for space to become available, you should drop yourself from a waitlist.

Processing Steps	Screen Shots
<p>Navigating to Registration Menu</p> <p>Step 1: Log in to the campus portal at fullerton.edu by clicking on the Portal Login button at the top left of the main homepage.</p>	
<p>Step 1a: Enter your username and password. Then click Sign In.</p>	
<p>Step 2: Click on the Titan Online icon.</p>	
<p>Step 3: Click on the Student Center link in the Student Self Service section.</p>	

Step 4:

Click on the **Enroll** link in the Academics section.



You can also use the "Other Academic" drop-down menu to select a specific registration task (add, drop, edit, swap).

Processing Steps

Screen Shots

Adding a Class

Step 1:

On the Add tab, select a registration term.

Then click **Continue**.



If only one term is available to you for registration, you will not see this page and will be taken directly to step 2 below.

Term	Career	Institution
<input checked="" type="radio"/> Summer 2017	Undergraduate	CSU Fullerton
<input type="radio"/> Spring 2017	Undergraduate	CSU Fullerton

CONTINUE

Step 2:

If you know the class number (i.e. 10004) you wish to add, enter it in the **Enter Class Nbr** field and then click **Enter**.

To search for classes, click **Search**.

1. Select classes to add

Put classes in your Shopping Cart and when you are satisfied with your class selections, proceed to step 2 of 3

Summer 2017 | Undergraduate | CSU Fullerton **change term**

Textbook Syllabus Instructor Notes Open Closed Wait List


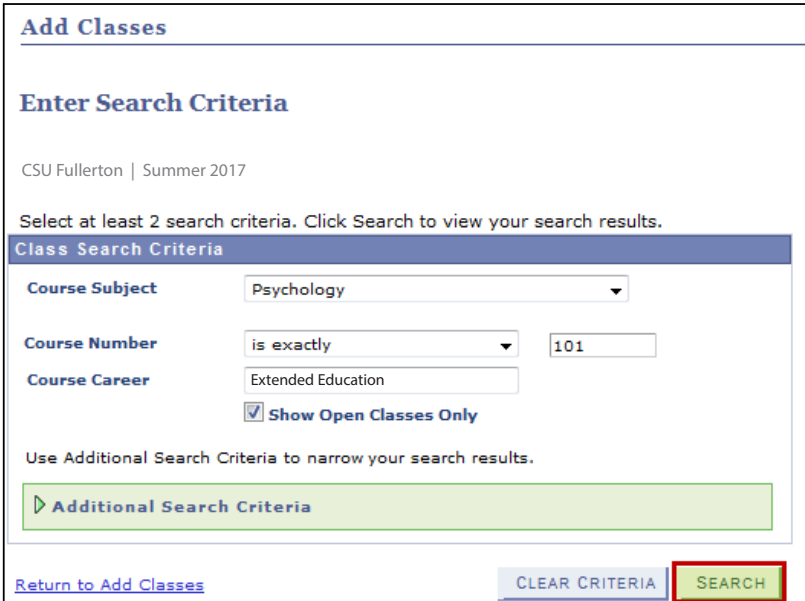
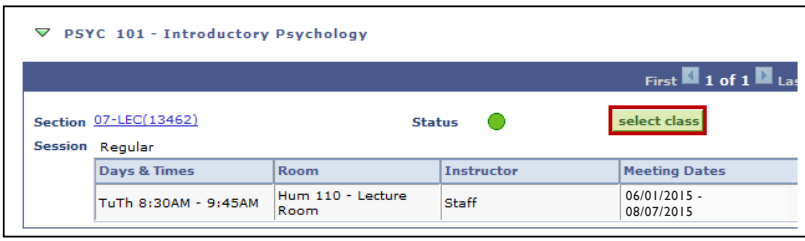
Add to Cart: Spring 2012 Shopping Cart

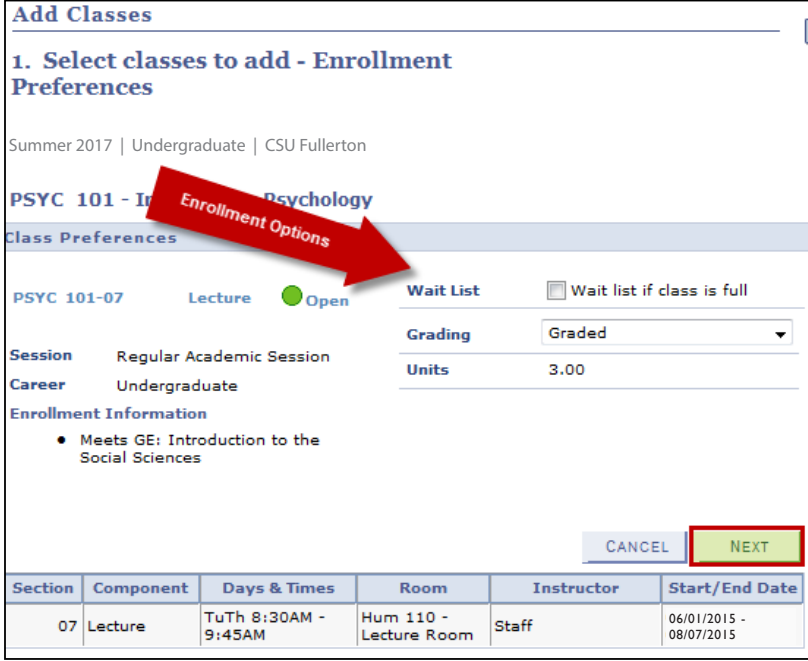
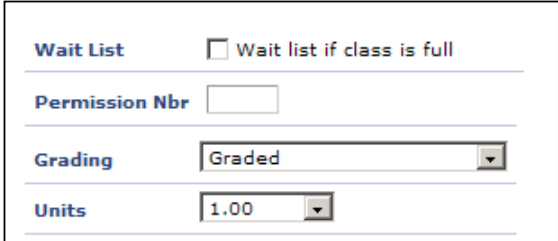
Enter Class Nbr **enter** **Enter a class number here** Shopping cart is empty.

Find Classes

Class Search

search **Or search for classes here**


Processing Steps	Screen Shots								
<p>Step 2a: Enter at least two search criteria when searching for a class.</p> <p>SPECIAL INSTRUCTIONS FOR SUMMER 2017 ONLY</p> <p>Under Course Career, please make selection according to the following:</p> <ol style="list-style-type: none"> Undergraduate and Graduate students select COURSE CAREER-EXTENDED EDUCATION (except those majors noted in #2 below) If your major is CST, EDD, Doctor of Nursing Practice, MBA, MS in Accountancy, MS in Higher Education, MS in Information Systems, MS in Information Technology, MS in Instructional Design & Technology or MS in Taxation select COURSE CAREER-POSTBACCALAUREATE <p>If you are uncertain, please select COURSE CAREER-EXTENDED EDUCATION</p> <p>For questions, please call the Registration Helpline at (657) 278-7601 or come to LH-114.</p> <p>Click Search.</p> <p> View the section of this guide on Refining Your Class Search to learn more about the Additional Search Criteria section.</p>	 <p>Add Classes</p> <p>Enter Search Criteria</p> <p>CSU Fullerton Summer 2017</p> <p>Select at least 2 search criteria. Click Search to view your search results.</p> <p>Class Search Criteria</p> <p>Course Subject Psychology</p> <p>Course Number is exactly 101</p> <p>Course Career Extended Education</p> <p><input checked="" type="checkbox"/> Show Open Classes Only</p> <p>Use Additional Search Criteria to narrow your search results.</p> <p>▶ Additional Search Criteria</p> <p>Return to Add Classes <input type="button" value="CLEAR CRITERIA"/> <input type="button" value="SEARCH"/></p>								
<p>Step 2b: The Status field will indicate the status of the class:</p> <ul style="list-style-type: none"> Open (●) Closed (□) Wait List (▲) <p>Select the class you want to add by clicking Select Class.</p>	 <p>▼ PSYC 101 - Introductory Psychology</p> <p>First 1 of 1 Last</p> <p>Section 07-LEC(13462) Status ● <input type="button" value="select class"/></p> <p>Session Regular</p> <table border="1"> <thead> <tr> <th>Days & Times</th> <th>Room</th> <th>Instructor</th> <th>Meeting Dates</th> </tr> </thead> <tbody> <tr> <td>TuTh 8:30AM - 9:45AM</td> <td>Hum 110 - Lecture Room</td> <td>Staff</td> <td>06/01/2015 - 08/07/2015</td> </tr> </tbody> </table>	Days & Times	Room	Instructor	Meeting Dates	TuTh 8:30AM - 9:45AM	Hum 110 - Lecture Room	Staff	06/01/2015 - 08/07/2015
Days & Times	Room	Instructor	Meeting Dates						
TuTh 8:30AM - 9:45AM	Hum 110 - Lecture Room	Staff	06/01/2015 - 08/07/2015						

Processing Steps	Screen Shots												
<p>Step 3: For some classes, you can set your enrollment preferences such as taking a class for a letter grade or for credit/no credit or being added to a wait list if the class is full.</p> <p>Confirm your enrollment by clicking on Next.</p>	 <p>Add Classes</p> <p>1. Select classes to add - Enrollment Preferences</p> <p>Summer 2017 Undergraduate CSU Fullerton</p> <p>PSYC 101 - Introduction to Psychology</p> <p>Class Preferences</p> <p>PSYC 101-07 Lecture ● Open Wait List <input type="checkbox"/> Wait list if class is full</p> <p>Grading Graded</p> <p>Units 3.00</p> <p>Session Regular Academic Session</p> <p>Career Undergraduate</p> <p>Enrollment Information</p> <ul style="list-style-type: none"> Meets GE: Introduction to the Social Sciences <p style="text-align: right;">CANCEL NEXT</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Section</th> <th>Component</th> <th>Days & Times</th> <th>Room</th> <th>Instructor</th> <th>Start/End Date</th> </tr> </thead> <tbody> <tr> <td>07</td> <td>Lecture</td> <td>TuTh 8:30AM - 9:45AM</td> <td>Hum 110 - Lecture Room</td> <td>Staff</td> <td>06/01/2015 - 08/07/2015</td> </tr> </tbody> </table>	Section	Component	Days & Times	Room	Instructor	Start/End Date	07	Lecture	TuTh 8:30AM - 9:45AM	Hum 110 - Lecture Room	Staff	06/01/2015 - 08/07/2015
Section	Component	Days & Times	Room	Instructor	Start/End Date								
07	Lecture	TuTh 8:30AM - 9:45AM	Hum 110 - Lecture Room	Staff	06/01/2015 - 08/07/2015								
<p>Step 3a: Enrollment Options:</p> <p>Some classes require a permission number in order to enroll, and if so, a row called "Permission Nbr" will appear where you must enter the permission number provided to you by the department in order to enroll.</p> <p>Some classes offer a choice in grading option, and if so, there will be an arrow in the listed grading option and you may select a different grading option using that pull-down list at the time of enrollment. You could also change the grading option later using the "Edit" function.</p> <p>Some classes offer a choice in the number of units, and if so, there will be an arrow in the listed number of units and you may select a different number of units using that pull-down list at the time of enrollment. You could also change the number of units later using the "Edit" function.</p>	 <p>Wait List <input type="checkbox"/> Wait list if class is full</p> <p>Permission Nbr <input type="text"/></p> <p>Grading Graded</p> <p>Units 1.00</p>												

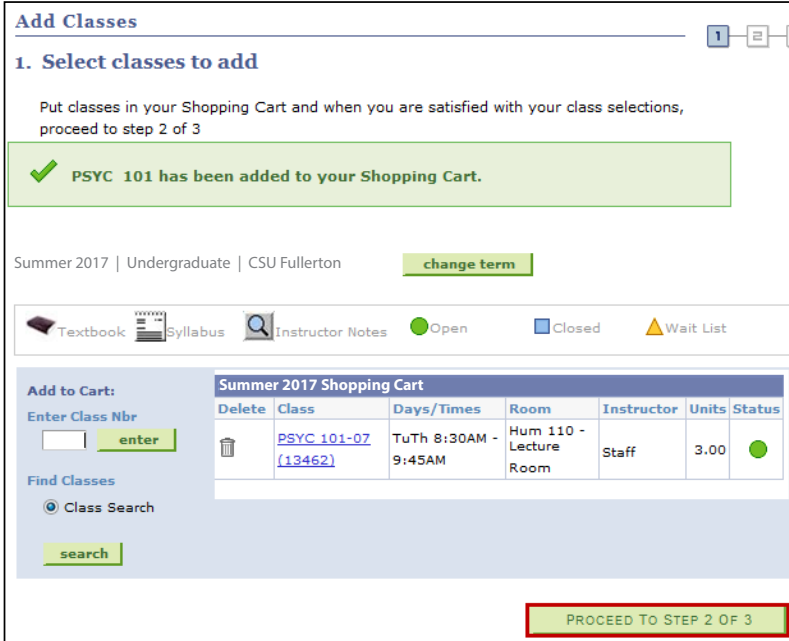
Processing Steps

Step 4:
A confirmation message will indicate the class has been added to your Shopping Cart.

To finish your enrollment, click **Proceed To Step 2 Of 3**.

 Rather than enrolling in one class at a time, you could continue adding classes to your shopping cart until you are ready to “checkout” by proceeding to step 2 of 3.

Screen Shots



Add Classes

1. Select classes to add

Put classes in your Shopping Cart and when you are satisfied with your class selections, proceed to step 2 of 3

✓ **PSYC 101 has been added to your Shopping Cart.**

Summer 2017 | Undergraduate | CSU Fullerton [change term](#)

Textbook Syllabus Instructor Notes Open Closed Wait List

Add to Cart:

Enter Class Nbr [enter](#)

Find Classes

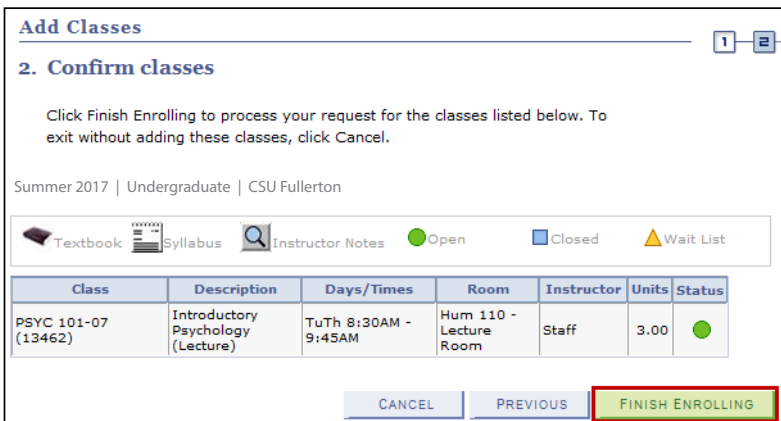
Class Search [search](#)

Summer 2017 Shopping Cart							
Delete	Class	Days/Times	Room	Instructor	Units	Status	
	PSYC 101-07 (13462)	TuTh 8:30AM - 9:45AM	Hum 110 - Lecture Room	Staff	3.00		

PROCEED TO STEP 2 OF 3

Step 5:
Review the course(s) you are enrolling in.

Click **Finish Enrolling** to complete your enrollment.



Add Classes

2. Confirm classes

Click Finish Enrolling to process your request for the classes listed below. To exit without adding these classes, click Cancel.

Summer 2017 | Undergraduate | CSU Fullerton

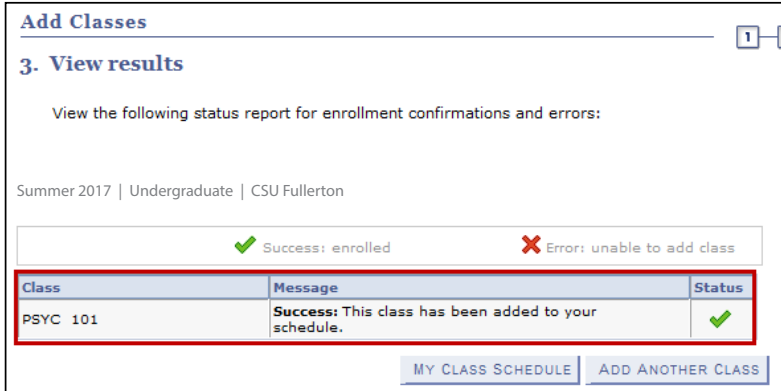
Textbook Syllabus Instructor Notes Open Closed Wait List

Class	Description	Days/Times	Room	Instructor	Units	Status
PSYC 101-07 (13462)	Introductory Psychology (Lecture)	TuTh 8:30AM - 9:45AM	Hum 110 - Lecture Room	Staff	3.00	

[CANCEL](#) [PREVIOUS](#) **[FINISH ENROLLING](#)**

Step 6:
If the class(es) are successfully added, your enrollment will be confirmed.

If there were problems with the enrollment in any of the classes you were attempting to add, those will also be listed along with the reason that enrollment was unsuccessful. Possible reasons an enrollment could be unsuccessful include: no seats remaining in the class, you have a registration hold, the class required permission, you did not meet the class requisites, etc.



Add Classes

3. View results

View the following status report for enrollment confirmations and errors:

Summer 2017 | Undergraduate | CSU Fullerton

✓ Success: enrolled ✗ Error: unable to add class

Class	Message	Status
PSYC 101	Success: This class has been added to your schedule.	

[MY CLASS SCHEDULE](#) [ADD ANOTHER CLASS](#)

Processing Steps

Refining Your Class Search

On the Class Search screen, you can click on the green arrow icon () next to Additional Search Criteria to expand your search options.

You can search for courses that meet special requirements by using the Course Attribute and Course Attribute Value fields.

The available attributes are:

- GE courses
- Interdisciplinary Programs
- Service Learning
- Writing Requirement

Step 1:
Click on the magnifying glass icon () next to **Course Attribute**.

Screen Shots

Class Search Criteria

Course Subject: [Dropdown]

Course Number: is exactly [Dropdown] [Text Box]

Course Career: Extended Education [Text Box]

Show Open Classes Only

Use Additional Search Criteria to narrow your search results.

Additional Search Criteria

Meeting Start Time: greater than or equal to [Text Box]

Meeting End Time: less than or equal to [Text Box] (example: 1:00PM)

Day of Week: include only these days [Dropdown]

Mon Tues Wed Thurs Fri Sat Sun

Instructor Last Name: is exactly [Text Box]

Class Nbr: [Text Box] (example: 1136)

Course Attribute [Text Box] [Magnifying Glass Icon] (example: Class Category)

Course Attribute Value [Text Box] [Magnifying Glass Icon] (example: GE Classes)

Course Title Keyword: [Text Box] (example: statistics)

Minimum Units: greater than or equal to [Text Box]

Maximum Units: less than or equal to [Text Box]

Course Component: [Dropdown]

Session: [Dropdown]

Mode of Instruction: [Dropdown]

Campus: [Dropdown]

Location: [Dropdown]

[Return to Add Classes](#) [CLEAR CRITERIA](#) [SEARCH](#)

Step 2:
Select the type of course you wish to look up.

Look Up [Close Icon]

Look Up Course Attribute

Academic Institution: FLCMP

Course Attribute: begins with [Dropdown] [Text Box]

Description: begins with [Dropdown] [Text Box]

[Look Up](#) [Clear](#) [Cancel](#) [Basic Lookup](#)

Search Results

View 100 First 1-4 of 4 Last

Effective Date	Course Attribute	Description
10/19/2011	CSLI	Service Learning
10/19/2011	GE	General Education
10/19/2011	PROG	Interdisciplinary Programs
10/19/2011	WRIT	Writing Requirement

Step 3:

Click on the magnifying glass icon (🔍) next to **Course Attribute Value**.

Course Attribute 🔍 General Education
 Course Attribute Value 🔍

Step 4:

Select the specific type of course you wish to look up.

Look Up [X]

Academic Institution: FLCMP
 Course Attribute: GE
 Course Attribute Value: begins with
 Description: begins with

Look Up Clear Cancel [Basic Lookup](#)

Search Results

View 100 First 1-19 of 19 Last

Course Attribute Value	Description
A.1	Oral Communication
A.2	Written Communication
A.3	Critical Thinking
B.1	Physical Science
B.2	Life Science
B.3	Laboratory Experience
B.4	Mathematics/Quant Reasoning

Step 5:

Enter additional search criteria if desired.

Then click **Search**.

Class Search Criteria

Course Subject

Course Number is exactly

Course Career Extended Education

Show Open Classes Only

Use Additional Search Criteria to narrow your search results.

Additional Search Criteria

Meeting Start Time greater than or equal to

Meeting End Time less than or equal to (example: 1:00PM)

Day of Week include only these days

Mon Tues Wed Thurs Fri Sat Sun

Instructor Last Name is exactly

Class Nbr (example: 1136)

Course Attribute 🔍 General Education (example: Class Category)

Course Attribute Value 🔍 Life Science (example: GE Classes)

Course Title Keyword (example: statistics)

Minimum Units greater than or equal to

Maximum Units less than or equal to

Course Component

Session

Mode of Instruction

Campus

Location

[Return to Add Classes](#) CLEAR CRITERIA **SEARCH**

Processing Steps	Screen Shots																				
<p>Step 6: Your search results appear.</p>	<p>Search Results</p> <p>When available, click View All Sections to see all sections of the course.</p> <p>CSU Fullerton Summer 2017</p> <p>The following classes match your search criteria Course Career: Undergraduate, Show Open Classes Only: Yes</p> <p>Return to Add Classes START A NEW SEARCH</p> <p> <input type="checkbox"/> Textbook <input type="checkbox"/> Syllabus <input type="checkbox"/> Instructor Notes <input checked="" type="checkbox"/> Open <input type="checkbox"/> Closed <input type="checkbox"/> Wait List </p> <p>▼ BIOL 101 - Elements of Biology</p> <p>First 1 of 1 Last</p> <p>Section 22-LEC(19167) Status ● select class </p> <p>Session Regular</p> <table border="1"> <thead> <tr> <th>Days & Times</th> <th>Room</th> <th>Instructor</th> <th>Meeting Dates</th> </tr> </thead> <tbody> <tr> <td>TuTh 7:00PM - 8:15PM</td> <td>MH 121 - Lecture Room</td> <td>Staff</td> <td>06/01/2015 - 08/07/2015</td> </tr> </tbody> </table> <p>▼ BIOL 102 - Biology for Future Teachers</p> <p>First 1-2 of 2 Last</p> <p>Section 02-ACT(10431) Status ● select class </p> <p>Session Regular</p> <table border="1"> <thead> <tr> <th>Days & Times</th> <th>Room</th> <th>Instructor</th> <th>Meeting Dates</th> </tr> </thead> <tbody> <tr> <td>TuTh 11:00AM - 12:50PM</td> <td>MH 641 - Teaching Lab</td> <td>Staff</td> <td>06/01/2015 - 08/07/2015</td> </tr> <tr> <td>Fr 1:00PM - 2:50PM</td> <td>MH 513 - Lecture Room</td> <td>Staff</td> <td>06/01/2015 - 08/07/2015</td> </tr> </tbody> </table>	Days & Times	Room	Instructor	Meeting Dates	TuTh 7:00PM - 8:15PM	MH 121 - Lecture Room	Staff	06/01/2015 - 08/07/2015	Days & Times	Room	Instructor	Meeting Dates	TuTh 11:00AM - 12:50PM	MH 641 - Teaching Lab	Staff	06/01/2015 - 08/07/2015	Fr 1:00PM - 2:50PM	MH 513 - Lecture Room	Staff	06/01/2015 - 08/07/2015
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Fr 1:00PM - 2:50PM	MH 513 - Lecture Room	Staff	06/01/2015 - 08/07/2015																		

Processing Steps	Screen Shots
<p>Classes With Wait Lists</p> <p>Some courses offer a wait list option if the course is full.</p> <p>Step 1: To see courses that may be full but have an available wait list, un-check the Show Open Classes Only option.</p> <p>Enter the rest of your search criteria.</p> <p>Then click Search.</p>	<p>Add Classes</p> <p>Enter Search Criteria</p> <p>CSU Fullerton Summer 2017</p> <p>Select at least 2 search criteria. Click Search to view your search results.</p> <p>Class Search Criteria</p> <p>Course Subject <input type="text" value="Sociology"/></p> <p>Course Number <input type="text" value="is exactly"/> <input type="text" value="351"/></p> <p>Course Career <input type="text" value="Extended Education"/></p> <p><input type="checkbox"/> Show Open Classes Only</p> <p>Use Additional Search Criteria to narrow your search results.</p> <p>▶ Additional Search Criteria</p> <p>Return to Add Classes CLEAR CRITERIA SEARCH</p>

Step 2:

A course that is full but offers a wait list will have a Wait List status icon (▲).

Click **Select Class** to be added to the wait list.

Section **02-LEC(13923)** Status ▲ select class

Session Regular

Days & Times	Room	Instructor	Meeting Dates
MoWe 11:30AM - 12:45PM	Hum 426 - Lecture Room	Thomas Titan	06/01/2015 - 08/07/2015

Step 3:

Place a check mark next to **Wait list if class is full**.

Then click **Next** to continue enrolling in the class.



See the section on Adding a Class for more information on enrolling in a class.

Add Classes

1. Select classes to add - Enrollment Preferences

Summer 2017 | Undergraduate | CSU Fullerton

SOCI 351 - Sociology of Families

Class Preferences

SOCI 351-02 Lecture ▲ Wait List Wait List Wait list if class is full

Grading: Graded

Units: 3.00

Enrollment Information

- Meets GE: Explorations in Social Sciences
- Gerontology
- Women's Studies

CANCEL NEXT

Section	Component	Days & Times	Room	Instructor	Start/End Date
02	Lecture	MoWe 11:30AM - 12:45PM	Hum 426 - Lecture Room	Thomas Titan	06/01/2015 - 08/07/2015

Step 4:

Once you have finished enrolling in the class, you will see a confirmation message indicating you are on the wait list and your position number on the wait list.

Add Classes

3. View results



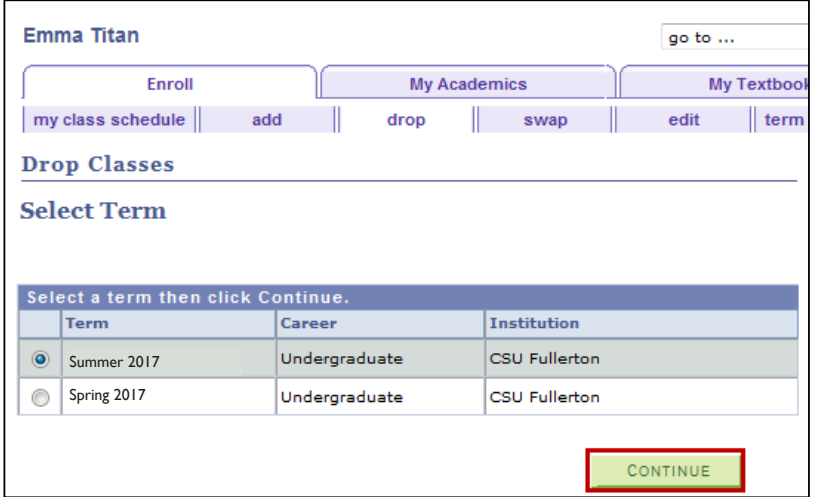
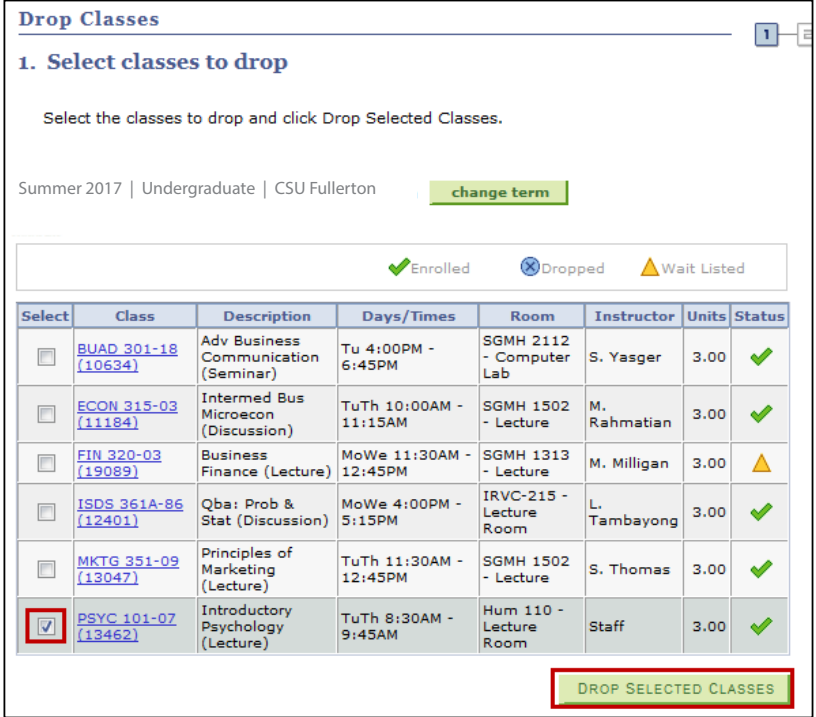
View the following status report for enrollment confirmations and errors:

Summer 2017 | Undergraduate | CSU Fullerton

✔ Success: enrolled ✘ Error: unable to add class

Class	Message	Status
SOCI 351	Message: Class 13923 is full. You have been placed on the wait list in position number 1.	✔

MY CLASS SCHEDULE ADD ANOTHER CLASS

Processing Steps	Screen Shots																																																								
<p>Dropping a Class</p> <p>Step 1: To drop a class, navigate to the registration menu and then select Drop.</p>	 <p>Emma Titan go to ...</p> <p>Enroll My Academics My Textbooks</p> <p>my class schedule add drop swap edit term information</p>																																																								
<p>Step 2: Select a registration term.</p> <p>Then click Continue.</p> <p> This step will be bypassed if only one registration term is available to you.</p>	 <p>Emma Titan go to ...</p> <p>Enroll My Academics My Textbook</p> <p>my class schedule add drop swap edit term</p> <p>Drop Classes</p> <p>Select Term</p> <p>Select a term then click Continue.</p> <table border="1"> <thead> <tr> <th>Term</th> <th>Career</th> <th>Institution</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="radio"/> Summer 2017</td> <td>Undergraduate</td> <td>CSU Fullerton</td> </tr> <tr> <td><input type="radio"/> Spring 2017</td> <td>Undergraduate</td> <td>CSU Fullerton</td> </tr> </tbody> </table> <p style="text-align: right;">CONTINUE</p>	Term	Career	Institution	<input checked="" type="radio"/> Summer 2017	Undergraduate	CSU Fullerton	<input type="radio"/> Spring 2017	Undergraduate	CSU Fullerton																																															
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<input checked="" type="radio"/> Summer 2017	Undergraduate	CSU Fullerton																																																							
<input type="radio"/> Spring 2017	Undergraduate	CSU Fullerton																																																							
<p>Step 3: Place a check mark next to the class(es) you want to drop.</p> <p>Then click Drop Selected Classes.</p>	 <p>Drop Classes</p> <p>1. Select classes to drop</p> <p>Select the classes to drop and click Drop Selected Classes.</p> <p>Summer 2017 Undergraduate CSU Fullerton change term</p> <p> <input checked="" type="checkbox"/> Enrolled <input checked="" type="checkbox"/> Dropped <input type="checkbox"/> Wait Listed </p> <table border="1"> <thead> <tr> <th>Select</th> <th>Class</th> <th>Description</th> <th>Days/Times</th> <th>Room</th> <th>Instructor</th> <th>Units</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>BUAD 301-18 (10634)</td> <td>Adv Business Communication (Seminar)</td> <td>Tu 4:00PM - 6:45PM</td> <td>SGMH 2112 - Computer Lab</td> <td>S. Yasger</td> <td>3.00</td> <td>✓</td> </tr> <tr> <td><input type="checkbox"/></td> <td>ECON 315-03 (11184)</td> <td>Intermed Bus Microecon (Discussion)</td> <td>TuTh 10:00AM - 11:15AM</td> <td>SGMH 1502 - Lecture</td> <td>M. Rahmatian</td> <td>3.00</td> <td>✓</td> </tr> <tr> <td><input type="checkbox"/></td> <td>FIN 320-03 (19089)</td> <td>Business Finance (Lecture)</td> <td>MoWe 11:30AM - 12:45PM</td> <td>SGMH 1313 - Lecture</td> <td>M. Milligan</td> <td>3.00</td> <td>▲</td> </tr> <tr> <td><input type="checkbox"/></td> <td>ISDS 361A-86 (12401)</td> <td>Qba: Prob & Stat (Discussion)</td> <td>MoWe 4:00PM - 5:15PM</td> <td>IRVC-215 - Lecture Room</td> <td>L. Tambayong</td> <td>3.00</td> <td>✓</td> </tr> <tr> <td><input type="checkbox"/></td> <td>MKTG 351-09 (13047)</td> <td>Principles of Marketing (Lecture)</td> <td>TuTh 11:30AM - 12:45PM</td> <td>SGMH 1502 - Lecture</td> <td>S. Thomas</td> <td>3.00</td> <td>✓</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>PSYC 101-07 (13462)</td> <td>Introductory Psychology (Lecture)</td> <td>TuTh 8:30AM - 9:45AM</td> <td>Hum 110 - Lecture Room</td> <td>Staff</td> <td>3.00</td> <td>✓</td> </tr> </tbody> </table> <p style="text-align: right;">DROP SELECTED CLASSES</p>	Select	Class	Description	Days/Times	Room	Instructor	Units	Status	<input type="checkbox"/>	BUAD 301-18 (10634)	Adv Business Communication (Seminar)	Tu 4:00PM - 6:45PM	SGMH 2112 - Computer Lab	S. Yasger	3.00	✓	<input type="checkbox"/>	ECON 315-03 (11184)	Intermed Bus Microecon (Discussion)	TuTh 10:00AM - 11:15AM	SGMH 1502 - Lecture	M. Rahmatian	3.00	✓	<input type="checkbox"/>	FIN 320-03 (19089)	Business Finance (Lecture)	MoWe 11:30AM - 12:45PM	SGMH 1313 - Lecture	M. Milligan	3.00	▲	<input type="checkbox"/>	ISDS 361A-86 (12401)	Qba: Prob & Stat (Discussion)	MoWe 4:00PM - 5:15PM	IRVC-215 - Lecture Room	L. Tambayong	3.00	✓	<input type="checkbox"/>	MKTG 351-09 (13047)	Principles of Marketing (Lecture)	TuTh 11:30AM - 12:45PM	SGMH 1502 - Lecture	S. Thomas	3.00	✓	<input checked="" type="checkbox"/>	PSYC 101-07 (13462)	Introductory Psychology (Lecture)	TuTh 8:30AM - 9:45AM	Hum 110 - Lecture Room	Staff	3.00	✓
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Step 4:

To confirm that you want to drop the class(es), click **Finish Dropping**.

Or click **Cancel** to stay enrolled in the class(es).

Drop Classes 1 2

2. Confirm your selection

Click Finish Dropping to process your drop request. To exit without dropping these classes, click Cancel.

Summer 2017 | Undergraduate | CSU Fullerton

✔ Enrolled ✘ Dropped ▲ Wait Listed

Class	Description	Days/Times	Room	Instructor	Units	Status
PSYC 101-07 (13462)	Introductory Psychology (Lecture)	TuTh 8:30AM - 9:45AM	Hum 110 - Lecture Room	Staff	3.00	✔

CANCEL PREVIOUS FINISH DROPPING

Step 5:

If the drop was successful, you will receive a confirmation message.

Drop Classes 1 2

3. View results




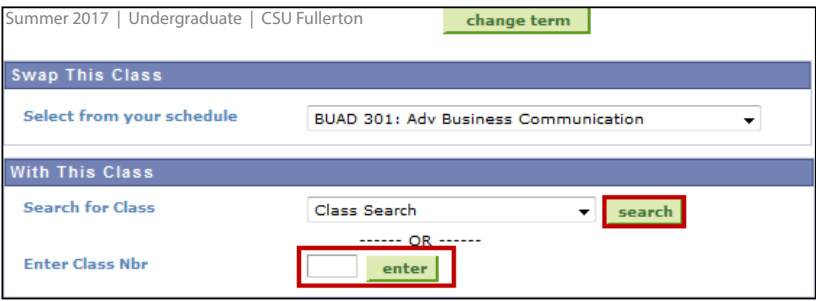
View the results of your enrollment request. Click Fix Errors to make changes to your request.

Summer 2017 | Undergraduate | CSU Fullerton

✔ Success: dropped ✘ Error: unable to drop class

Class	Message	Status
PSYC 101	Message: This class has been removed from your schedule.	✔

MY CLASS SCHEDULE

Processing Steps	Screen Shots
<p>Swapping a Class</p> <p>Swapping a class is a conditional drop/add. This means that you will only be dropped from the first class if you can successfully add a second class.</p> <p>Step 1: To swap a class, navigate to the registration menu and then select Swap.</p>	 <p>The screenshot shows the user's name 'Emma Titan' at the top right. Below it are three main menu tabs: 'Enroll', 'My Academics', and 'My Textbooks'. Under the 'My Academics' tab, there are several buttons: 'my class schedule', 'add', 'drop', 'swap', 'edit', and 'term information'. The 'swap' button is highlighted with a red rectangular box.</p>
<p>Step 2: First select the class you wish to swap from the pull-down list of your enrolled classes.</p> <p>This is the class you want to drop.</p>	 <p>The screenshot shows the 'Swap a Class' page. It includes a header with '1. Select a class to swap' and instructions: 'Select the class you wish to swap then select the class you wish to replace it with.' Below this, it shows the current term 'Summer 2017 Undergraduate CSU Fullerton' and a 'change term' button. A section titled 'Swap This Class' contains a dropdown menu labeled 'Select from your schedule' with 'BUAD 301: Adv Business Communication' selected. This dropdown menu is highlighted with a red rectangular box.</p>
<p>Step 3: Choose the class you want as a replacement.</p> <p>If you know the class number (i.e. 10004) you wish to add, enter it in the Enter Class Nbr field and then click Enter.</p> <p>To search for classes, click Search.</p> <p> View the section on Adding a Class for more on searching for classes.</p>	 <p>The screenshot shows the 'Swap This Class' page. It includes the current term 'Summer 2017 Undergraduate CSU Fullerton' and a 'change term' button. A section titled 'Swap This Class' contains a dropdown menu labeled 'Select from your schedule' with 'BUAD 301: Adv Business Communication' selected. Below this is a section titled 'With This Class' which has two options: 'Search for Class' and 'Enter Class Nbr'. The 'Search for Class' option has a 'Class Search' dropdown and a 'search' button. The 'Enter Class Nbr' option has an input field and an 'enter' button. Both the 'search' button and the 'enter' button are highlighted with red rectangular boxes.</p>

Step 4:

Make sure the class you are replacing and the class that you will take in its place are both correct.

Confirm the swap by clicking on **Finish Swapping**, or click **Cancel** to stay enrolled in the class you had wanted to replace.

Swap a Class 1

2. Confirm your selection

Click Finish Swapping to process your swap request. To exit without swapping these classes, click Cancel.

Summer 2017 | Undergraduate | CSU Fullerton

▼ You are replacing this class

Enrolled
 Dropped
 Wait Listed

Class	Description	Days/Times	Room	Instructor	Units	Status
BUAD 301-18 (10634)	Adv Business Communication (Seminar)	Tu 4:00PM - 6:45PM	SGMH 2112 - Computer Lab	S. Yasger	3.00	✔

▼ With this class

Textbook
 Syllabus
 Instructor Notes
 Open
 Closed
 Wait List

Class	Description	Days/Times	Room	Instructor	Units	Status
BUAD 301-26 (16167)	Adv Business Communication (Seminar)	Mo 4:00PM - 6:45PM	SGMH 2112 - Computer Lab	J. Jewell	3.00	●

Step 5:

If the swap is successful, you will receive a confirmation message.

Swap a Class 1 2

3. View results

View the results of your swap request. Click Fix Errors to try and correct the problems listed below or change your swap choices.

Summer 2017 | Undergraduate | CSU Fullerton

Success: Classes were swapped
 Error: Unable to swap class

Class	Message	Status
Swap BUAD 301 with BUAD 301	Message: This class has been replaced.	✔

Processing Steps

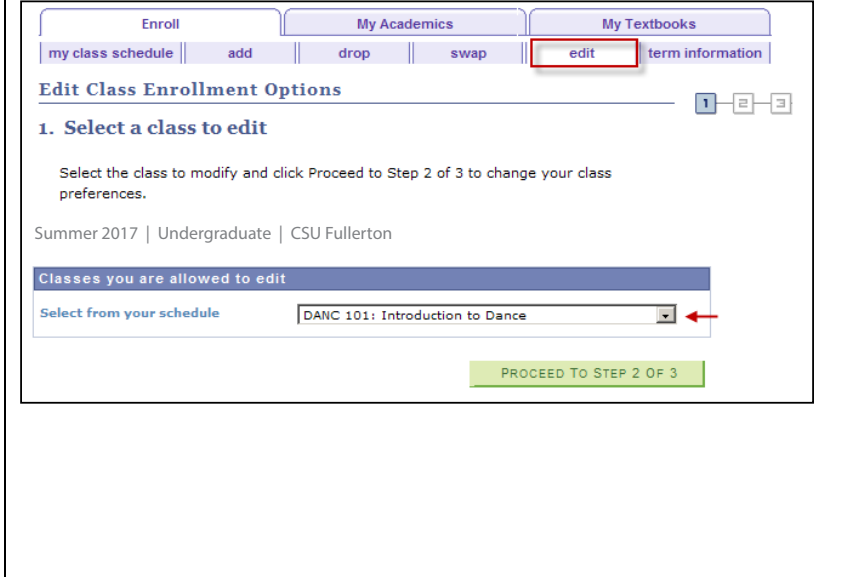
Screen Shots

Editing a Class

To make a change to the grading option or number of enrolled units of a variable unit class after you are already enrolled in the class, use the Edit function.

Step 1:
Select the **Edit** function and then select the class you want to edit from one of those listed in the “classes you are allowed to edit” section.

Editable classes include only those classes where you could change the grading option or variable units enrolled.

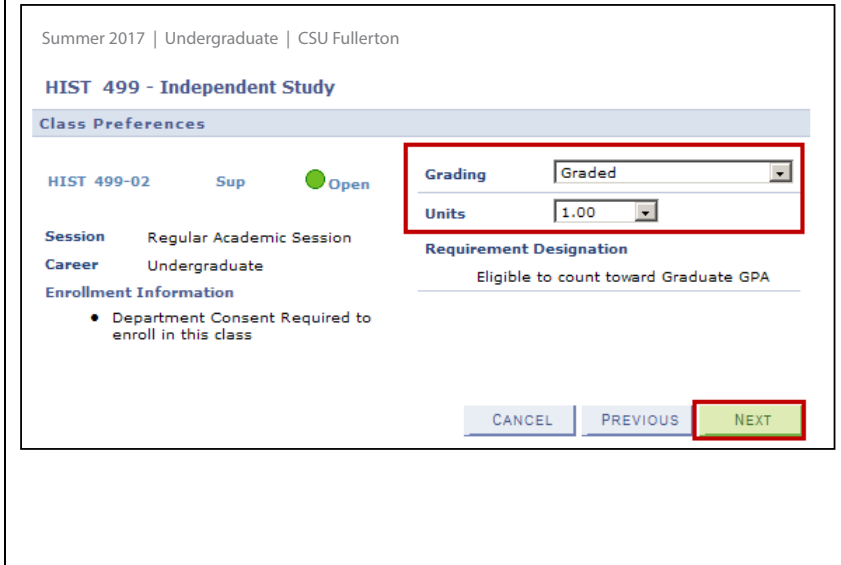


Step 2:
If the grading option can be changed, you will see a drop-down menu for the “Grading” option to select a different grading option.

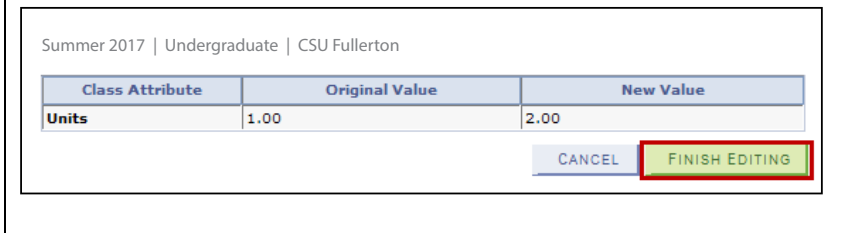
If the units can be changed, you will see a drop-down menu for the “Units” option to select a different number of units.

After making your change(s), click on **Next** to continue.

In this example, the student opted to change the number of enrolled units from 1.00 to 2.00 and then clicked **Next**.



Step 3:
Click **Finish Editing** to complete the change or **Cancel** to leave the enrollment unchanged.



Graduate Program in Applied Mathematics

The Cal State Fullerton Department of Mathematics offers a graduate program in applied mathematics leading to the Master of Arts degree. This program was developed in consultation with mathematicians and scientists in the local industrial community. It is designed for individuals who are seeking or currently hold positions which involve mathematical or quantitative applications.

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To receive more information, visit

math.fullerton.edu/programs/master-s-degree-programs/applied-mathematics

or call the Mathematics Department at (657) 278-3631.

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Spring: London

Summer: Costa Rica • China • Brazil • Germany • Ireland • South Africa • Italy



China



London



Brazil

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Vietnam



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Ireland

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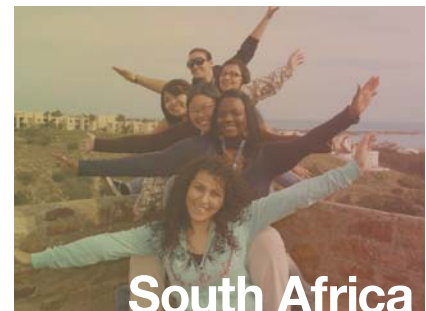


Guatemala

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hss.fullerton.edu/studyabroad

- All majors welcome
- Courses taught by CSUF Faculty
- Earn CSUF credit
- Information Sessions Daily



South Africa

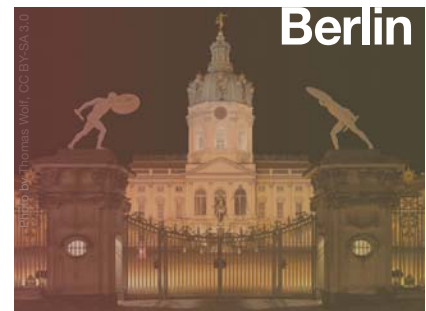


Paris

Student Success Center
H-112 and H-113
(657) 278-2070
jcover@fullerton.edu



**College of Humanities
and Social Sciences**



Berlin

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97% of study abroad students found employment within 12 months of graduation. Only 49% of college graduates found employment in the same period. Twice the rate!

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Statistics from studyabroad.ucmerced.edu/study-abroad-statistics/statistics-study-abroad

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Study in ITALY this Summer

COLLEGE OF COMMUNICATIONS

Florence Media Workshops

June 3 to July 3, 2017

COMM 300: Visual Communications
COMM 334/351: Feature/Travel Writing
COMM 426: Global Media Systems
CTVA 360: International Reality TV
CTVA 375: Documentary Film & TV
CTVA 377T: The Italian Cinema
HCOM 432: Contemporary Rhetoric

Contact Dr. Anthony R. Fellow, professor of communications and director of The Florence Program, (657) 278-3959 or afellow@fullerton.edu

More information and applications for the 2017 Fall Semester Florence Program and the 2017 Spring Semester Berlin Program see:

theflorenceprogram.com





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